In-Person Meeting Readiness Checklist

☐ Is the meeting space booked?

☐ Are the meeting materials ready? (Chair, tables, computer, projector, microphone, wi-fi password, etc.)

☐ Are facilitators, and volunteers available and ready for the meeting?

☐ Has an agenda been created and shared?

☐ Are reminder phone calls and emails done?

☐ Do any members need accommodations?

☐ Is the paperwork ready? (Attendance sheet, incident report sheet, etc.)

☐ Is the emergency contact list readily available?

☐ Are materials for members ready? (Name labels, pens, paper, etc.)

☐ Who will pick up the refreshments?

Virtual Meeting Readiness Checklist

☐ Are facilitators, and volunteers available and ready for the meeting?

☐ Do you have the license to use the web conferencing platform?

☐ Do the facilitators and the volunteers know how to use it the platform? Can you teach it to members who may have challenges?

☐ Has an agenda been created and shared?

☐ Has meeting information and agenda been shared with members?

☐ Have reminder calls been done?

☐ Do you have the member list and emergency contact list?

☐ Are the meeting materials ready?

☐ Are there any accommodations to be taken care of?

☐ Is the paperwork ready? (Attendance sheet, incident report sheet, etc.)