

Meeting Preparation Checklist

Check off completed tasks and include any notes.

Meeting Date:

Meeting Location:

☐ Secure presenter and send information to VP Communications (VP of Prog. and Dev.)

Notes:

☐ Post meeting information on ATD website and other social media sites (VP of Com.)

Notes:

☐ Follow up with presenter two weeks prior to meeting (VP of Prog. and Dev.)

Notes:

☐ Prepare presenter introduction (VP of Prog. and Dev.)

Notes:

☐ Print meeting evaluations (VP of Prog. and Dev.)

Notes:

☐ Select icebreaker/networking activity (VP of Prog. and Dev.)

Notes:

☐ Order breakfast (VP of Finance)

Notes:

☐ Purchase gift card as presenter thank you (VP of Finance)

Notes:

☐ Print/prep meeting materials from speaker (VP of Prog. and Dev.)

Notes:

☐ Print gift certificates for networking raffle (VP of Com.)

Notes:

☐ Print registration list and cut apart for raffle (VP of Memb.)

Notes:

☐ Print thank you certificate for presenter (VP of Com.)

Notes:

☐ Setup room (Board)

Notes: