

Printable Checklist for Meetings

Not all of these materials may be necessary for every meeting. Part of preparing for a meeting is determining what materials, supplies, technology and tools will be needed. Use this checklist to ensure you're fully prepared for a smooth and productive meeting.

Meeting Materials

- Printed agendas (enough for expected attendees)
- Previous meeting minutes (for review/approval)
- Reports (treasurer, committees, etc)
- Bylaws or rules reference
- Copies of handouts or proposals.
- Sign-in sheet for attendees.
- Contact list of board members and key volunteers.

Supplies

- Pens and notepads
- Name tags
- Clipboards or folders
- Sticky notes or comment cards (for collecting feedback)

Technology

- Laptop or tablet with meeting documents
- Projector or screen
- Extension cord or power strip
- Conference call or video link setup (for hybrid or virtual meetings)
- Timer or phone with stopwatch (for timekeeping)

Facilitation Tools

- Gavel or bell (to call meeting to order)
- Printed copy of Roberts Rules of Order (cheat sheet)

Optional Extras

- Refreshments
- Welcome signs or directional signage
- Comment box, feedback survey, or suggestion slips
- Decorations

Final Check

- Confirm meeting space is reserved and accessible
- Load all materials & supplies
- Pack backup copies of key documents
- Bring a positive attitude & spirit of collaboration!