

## 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!