

# CHAPTER MEETING CHECKLIST

The following checklist was developed as a guide to assure that all arrangements have been made for a chapter meeting. Check off item once it is complete

**Meeting Specifics**                      **Date** \_\_\_\_\_                      **Time** \_\_\_\_\_                      **Place** \_\_\_\_\_

- Confirm meeting location / meeting room \_\_\_\_\_
- Dinner / Meeting time(s) \_\_\_\_\_
- Table/Room set-up \_\_\_\_\_
- Head table / Reserved table(s) \_\_\_\_\_
- Table for tickets \_\_\_\_\_
  
- Room layout: light switches, electrical outlets, microphone controls \_\_\_\_\_
- Confirm speaker \_\_\_\_\_
- Select dinner menu \_\_\_\_\_
- Send out meeting notice \_\_\_\_\_
- Agenda \_\_\_\_\_
- Name tags / badges \_\_\_\_\_

**Speaker**                                      **Name** \_\_\_\_\_                      **Company** \_\_\_\_\_

- Confirm Speaker (again!) \_\_\_\_\_
- Assist with overnight accommodations \_\_\_\_\_
- Meet speaker at airport (if needed) \_\_\_\_\_
- Transportation to meeting (if needed) \_\_\_\_\_
- Directions to meeting (if driving) \_\_\_\_\_

**Audio/Visual requirements (as needed)**

- Podium \_\_\_\_\_
- Microphone \_\_\_\_\_
- Slide projector w/tray \_\_\_\_\_
- Overhead projector w/markers \_\_\_\_\_
- Proxima projector \_\_\_\_\_
- Projector table \_\_\_\_\_
- VCR \_\_\_\_\_
- Screen \_\_\_\_\_
- Extension cord(s) \_\_\_\_\_
- Pointer \_\_\_\_\_
- Flip chart w/markers \_\_\_\_\_

**Meeting Protocol**

- Speaker biography for introduction \_\_\_\_\_
- Introduction of speaker – who? \_\_\_\_\_
- Dinner ticket for speaker \_\_\_\_\_
- Seating at head/reserved table for speaker \_\_\_\_\_
- Post presentation Q&A – who? \_\_\_\_\_
- Speakers gift \_\_\_\_\_
- Follow-up letter of thanks to speaker \_\_\_\_\_