



PLANNING AND PREPARING A MEETING

INITIAL PLANNING

- Establish a date and time
- Reserve meeting space
- Notify members
- Plan agenda

BUILDING THE AGENDA

Chairperson reviews and places in order

- Items from members
- Items from last meeting
- Items from executive board & officers

GOOD AGENDA GUIDE

- Realistic timeline?
- Items require thought?
- Arranged logically?

IMPLEMENTING INITIAL PLANS

- Review agenda
- Determine meeting format
- Assign duties for meeting

FINAL PLANNING

- Type agenda and send to members in advance
- Check necessary meeting aids (overhead projector, etc)
- Review objectives of meeting
- Inform participants of final plan and arrangements