



**Free Event Planning Tips**  
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## Small Meeting Checklist

We have put together the meeting checklist to assist in the running and organization of companies meetings, so that the planner can stay focused on meeting budget while also assisting management in the effectiveness of meetings being held?

Checklists are Event Planners best friends with the old adage of perfect planning and preparations preventing poor performance being as true today as ever.

By answering the questions below your companies meetings will be greatly improved!

- What do we want to get out of this meeting**
- What does the meeting need to accomplish**
- Is this meeting really necessary**
- Outline Specific Agenda Items**
- What messages need to be communicated**
- How do you want people to feel when they leave**
- Choose the right meeting location**
- How long will this meeting last**
- Invite only the people that need to be their**
- What roles need to be assigned**
- What do participants need to bring**
- Put together a written agenda**
- Set a date for when the agenda should be sent out to participants**
- Organize (if necessary how attendants get to the meeting)**
- Find out about any special needs**
- Check on what specific materials are needed**
- Choose what refreshments and snacks you require**
- Stick to the agenda during the meeting**
- Evaluate the meeting after it is over**