

Check Plans For Your Meeting

Before Your Meeting

Help get meeting place _____

Inform everyone about the meeting _____

Committees:

Refreshments _____

Thank you notes _____

Clean-up _____

Other committees _____

Make meeting agenda _____

Confirm with speakers _____

At The Meeting

Set up chairs for meeting _____

Introduce program _____

Officer reports _____

Committee reports _____

Demonstrations _____

Health and Safety Report _____

Songs/Recreation _____

Refreshments _____

