**Sample Community Meeting Checklist**

**Prior to Community Meeting**

* Decide on the objective and purpose for the meeting
* Pick the date, time and location
* Identify who is responsible for meeting coordination and logistics
* Select a facilitator or chairperson
* Develop meeting strategy and tactics
* Identify meeting length
* Select caterer and menu
* Identify floor plan and set up
* Establish meeting guidelines
* Prepare agenda
* Identify spokesperson and other people to respond to questions
* If transportation for on reserve members is provided, identify pick up times and locations
* Develop speeches and speaking points for presenters
* Identify person responsible for sign-in
* Identify person responsible for recording and transcribing minutes
* Identify type of sound equipment and AV required such as:
  + Laptop computer, projection screen, sound system for recording, microphones (standing table), projector for power point presentation, TV and video, writing pads, pens
* Identify who is responsible for
  + Bring all relevant printed materials and supplies
  + Storing all documentation and supplies after the meeting
  + Gathering information for the meeting
  + Follow-up of questions from meetings
* Notify the target participants of the upcoming meeting –ensure that you are providing sufficient notice, through:
  + Mail, newsletters, posters, website, email, telephone, posters, bulletins etc.
* Arrange for the appropriate opening/closing protocols

**Community Meeting Day**

* Prior to initial meeting review/rehearse presentation(s) – can be done any time prior to
* Set up equipment, tables and chairs, writing pads, pens etc.
* Set up the sounds and AV equipment (laptops, projectors, sound systems, microphones, tv’s etc.)
* Gather all record and information from the meeting for distribution to all the members present and for those who were unable to attend
* Ensure that any follow-up that was promised has been done