## The Pre-Meeting Checklist Form

Checklists reduce errors and ensure consistency. In getting ramped up for your meeting please review the following requirements below. We have indicated which elements apply specifically to in-person, virtual or hybrid meetings (where some participants are in a meeting room and some are joining remotely). By completing as much of this checklist as possible you will help to optimize your meeting and achieve desired outcomes. You may want to use this template to create a customized or scaled down checklist for non-complex meetings.

| **Area to Prepare** | **Checklist Item** |
| --- | --- |
| **Get Ready:** Determine Your Room Set-Up and Tech Platform (if Hybrid or Virtual) | * **Room Constraints**: Lighting, audio, WIFI, breakout rooms, monitor, speakers, mics, can completed flipcharts be hung on walls?, etc.
* **Meeting Type**: [ ]  in-person [ ]  remote only [ ]  hybrid?
* **Tools Required** (if in-person): [ ]  Fliphcharts? How many?  [ ]  Markers? [ ]  Post-its? [ ]  Masking tape?
* **Room Logistics**?
* **Contact Person Info**:

If Virtual or Hybrid:* **Platform and Engagement**: What are the basic functions of the digital platform to be used (how to set up invitations; invite attendees) and how are you going to manage remote and in-person engagement:
* **Visuals**: Is a main screen available to show virtual participants?
* How will you capture on screen the in-person participants when they speak: [ ]  have a computer per table [ ]  have a camera that’s also audio sensitive [ ]  one person per table uses their device as a monitor [ ]  other method:
* **Facilitator Positioning**: Where will you and others need to be positioned to ensure the best view for online participants?

**Additional Notes:**       |
| **Determine Context**: Define the Meeting Purpose, Outcomes, Timing for Meeting  | * Define the **Outcomes** for the meeting:
* Define the overall strategic **Purpose:**
* Time given for the meeting is:        from        to

**Additional Notes:**       |
| **Process and** **Roles:** Decide How to Achieve the Outcomes and Who Will do What | * **Process**: Define the meeting process (topics, flow, timing, methods to be used (i.e. brainstorming; decision making):
* **Decision-making**: If decision-making, how you will test for agreement, e.g. ‘High Five’ or ‘Polling’?
* **Creating Closure**: How do you or meeting sponsor plan to end the meeting?
* Will there be follow-up?  If so, what will this include?

If Virtual or Hybrid:* **Scribing**: Decide which how you’re going to capture information or participant responses during dialogue?  If ‘digital’ what will you be using?
* **Support Roles**: Which facilitator support roles are applicable? [ ]  Host [ ]  Co-Host [ ]  Timekeeper [ ]  Breakout facilitators [ ]  Scribe [ ]  Other roles?

**Additional Notes:**       |
| **Attendees**: Know who’s coming and their level of tech savvy | * **Participants**: Determine the number of participants attending?
* At what level of the organization do they represent?      Eg. Executive, front line, other.
* **Activity Preferences**: Any types of activities that do or don’t work for this group?
* **Group Dynamics**: Any potential resistances, power dynamic, inclusion issues, or interpersonal challenges that that could hinder the meeting’s effectiveness?
* **Presenters**: Will there be presenters?  If required, how many and for what amount of time?
* Will you need to prep speakers (i.e. set timelines and how you will manage them; limit the number of PowerPoint slides and amount of info/slide; define how you will manage Q & A)?
* **Meeting Norms**: Do meeting norms exist? If so, what are they?

If Virtual or Hybrid:* **Tech**: Will participants require any upfront tech training on the tools to be used if a digital platform is to be used?
* Will a pre-session tech check be required?

**Additional Notes:**       |
| **Pre-Meeting Communications:** Prepare and Send | * **Agenda**: to include Session Purpose , Outcomes , Topics , Speakers , Timing per Topic , Rationale for meeting , facilitator questions per topic , other:
* **Notifications**: Confirm content of the meeting notifications: Meeting URL, ID and/or password:      , Tech or room instructions?
* Send initial communication (1 or more weeks in advance) [ ]  and reminder notification (previous working day) [ ]
* Publish Meeting Norms such as: *All participants are expected to participate; VIDEO ON once in meeting; microphone muted until speaking*, *all off-topic ideas will be parked,* etc. [ ]
* **Pre-Work**: Confirm what will not happen in the meeting and therefore must be done in advance: pre-reading, opinion-gathering, reflection questions?

**Additional Notes:**       |
| **Set Up Your Flipcharts and/or Online Docs/ Tools for the Meeting** | * **Flipchart Prep**: Ensure all prescribed flipcharts are ready and hung up in position with available markers/tape [ ]

If VIrtual or Hybrid: * Check all relevant apps or docs required (i.e. Zoom, Google or Microsoft Docs, PowerPoint, Excel, etc.) to ensure they are working [ ]
* Close mail, calendar – anything that sends notifications (i.e. mobile, tablet, etc.) [ ]
* Ensure your lighting, computer positioning enables a full view of you [ ]
* Use a timer app which is helpful for visually setting breakout times for sub-group discussions (some platforms have this embedded) [ ]

**Additional Notes:**       |
| **Set Up Your Work Area****for the Meeting** | * **Food**: If possible, ensure there are refreshments/snacks within reach [ ]
* **Printing**: Print out crucial facilitator support materials: [ ]  Process Notes, [ ] Parking Lot, [ ]  Participation Map, [ ]  Speaker’s List, other:

**Additional Notes:**       |