

## Meeting Preparation Worksheet

Title of the meeting? \_\_\_\_\_

Date of the meeting? \_\_\_\_\_ Location: \_\_\_\_\_

Purpose of the meeting? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Timing of the meeting: Start time? \_\_\_\_\_ End time? \_\_\_\_\_

Who should attend? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What items should the agenda contain? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How should attendees prepare for this meeting? \_\_\_\_\_

\_\_\_\_\_

What Audio/Visual equipment and Handouts will be needed?

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\_\_\_\_\_

Meeting Notice Checklist: Who, What, When, Where, Why, How long?