

MEETING OR EVENT PLANNING CHECKLIST

Meeting/Event Name:

Item	Who	By when	Completed ✓
1. Organising invitations			
<input type="checkbox"/> Invitation list			
<input type="checkbox"/> Wording of invite and/or advertisements, media package <input checked="" type="checkbox"/> Guest speaker / entertainment <input checked="" type="checkbox"/> Time <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Location (map if needed) <input checked="" type="checkbox"/> What to bring (e.g. if outdoor) <input checked="" type="checkbox"/> How and by when to RSVP (ask for special requests) <input type="checkbox"/> Liaison: <input checked="" type="checkbox"/> Iwi <input checked="" type="checkbox"/> Dignitaries <input checked="" type="checkbox"/> Sponsors <input checked="" type="checkbox"/> Associates			
2. Where and when to hold			
Where			
<input type="checkbox"/> Check out venue in person. Consider: <input type="checkbox"/> Size, space and suitability of furniture, facilities <input type="checkbox"/> Quantities of chairs, tables <input type="checkbox"/> Equipment availability, location of power points <input type="checkbox"/> Parking <input type="checkbox"/> Access for disabled. <input type="checkbox"/> Location – travel times, transport to venue <input type="checkbox"/> Distance to your project <input type="checkbox"/> How easy it is to find <input type="checkbox"/> Lighting/ blackout for slides and overheads <input type="checkbox"/> Heating and fresh air <input type="checkbox"/> Acoustics and background noise levels <input type="checkbox"/> Space for childcare or children’s activities <input type="checkbox"/> Access to refreshment facilities and toilets <input type="checkbox"/> Space for displays and other information <input type="checkbox"/> OSH hazards – site inspection done <input type="checkbox"/> Hazard ID plan done and measures implemented <input type="checkbox"/> Accommodation – appropriate standard and price if required <input type="checkbox"/> A back-up venue (e.g. on a marae, a tangi has preference)			

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If it is an outdoor event or field day:			
<input type="checkbox"/> Site enables demonstration of all things to cover <input type="checkbox"/> Transport at the site is appropriate e.g. 4WD only, bus routes (turning circles, bridge widths) <input type="checkbox"/> Walking distances <input type="checkbox"/> Shade and shelter for participants <input type="checkbox"/> Public address system <input type="checkbox"/> Contingency plan (e.g. wet weather)			
When			
<p>Time suitable for participants. Consider:</p> <input type="checkbox"/> School hours <input type="checkbox"/> Time of the year (avoid lambing, calving, planting or harvest if working with farmers) <input type="checkbox"/> Other community/agency events <p>How long is needed. Consider:</p> <input type="checkbox"/> Time to achieve purpose <input type="checkbox"/> Time that suits participants (e.g. dairy farmers) <input type="checkbox"/> Distance people have to travel <input type="checkbox"/> Time for meal breaks			
3. Equipment, Refreshments and Meeting Materials			
<p>Equipment</p> <input type="checkbox"/> Technical expert contacted and confirmed <input type="checkbox"/> Camera (and photographer confirmed) <input type="checkbox"/> OHP <input type="checkbox"/> Slide projector, carousels, screen, pointer <input type="checkbox"/> Whiteboard or flipchart stands <input type="checkbox"/> Power leads, multi-board <input type="checkbox"/> TV and Video player <input type="checkbox"/> Microphone <input type="checkbox"/> Tape recorder <input type="checkbox"/> Data-projector <input type="checkbox"/> Chairs and tables <input type="checkbox"/> Display panels <input type="checkbox"/> Public address system <input type="checkbox"/> Directional signs, name tags for speakers <input type="checkbox"/> Bell or gavel <input type="checkbox"/> First aid kit <p>Refreshments</p> <p>Caterer organised. Consider:</p> <input type="checkbox"/> Tea (variety) coffee, sugar, juice, water, milk, milo <input type="checkbox"/> Food (appropriate to meeting time, length, activity) <input type="checkbox"/> Special dietary needs (vegetarian, children) <input type="checkbox"/> Equipment to heat/cool/transport food, water <input type="checkbox"/> Equipment to serve food – plates, cutlery, cups, serviettes, table cloth (or paper) rubbish bags, tea-towels, dish cloth, detergent			

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<p>Meeting Materials</p> <p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sticky notes <input type="checkbox"/> Large flipchart sheets or butcher's paper <input type="checkbox"/> Whiteboard pens, duster, cleaner <input type="checkbox"/> Marker pens <input type="checkbox"/> Masking tape, sellotape, scissors <input type="checkbox"/> Ball point pens <input type="checkbox"/> Bull clips <input type="checkbox"/> Cell phone <input type="checkbox"/> Scrap paper <input type="checkbox"/> Acetate sheets and pens <input type="checkbox"/> Handouts – speaker's notes, slide handouts <input type="checkbox"/> Instructions – workshop questions, activities <input type="checkbox"/> Background information (for display, to take away) <input type="checkbox"/> Name tags <input type="checkbox"/> Clip-board, contact sheet for registration 			
4. Presenters, Chairperson and/or Facilitators			
<p>Presenter(s) & Facilitator/Chairperson</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contacted <input type="checkbox"/> Confirmed <input type="checkbox"/> Briefed <p>Others with meeting roles (registration desk, welcome, discussion group leaders, caterer, technical support, clean up):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contacted <input type="checkbox"/> Confirmed <input type="checkbox"/> Briefed 			
5. Agenda and Meeting Process			
<ul style="list-style-type: none"> <input type="checkbox"/> Meeting purpose, results wanted <input type="checkbox"/> Experience you want people to have, e.g. fun, learning, shared decision, celebration etc <p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ritual, ceremony <input type="checkbox"/> Welcome, introductions <input type="checkbox"/> Process – how it will be inclusive <p>Tempo & Timing – consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sequence of activities <input type="checkbox"/> How long people are sitting down <input type="checkbox"/> Different learning styles <input type="checkbox"/> What happens after lunch <p>For field days – how long to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stand in one place <input type="checkbox"/> Move between sites 			

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6. Evaluation			
<input type="checkbox"/> Identify what you want to evaluate <input type="checkbox"/> Facilitator instructions prepared <input type="checkbox"/> Feedback sheets prepared and copied <input type="checkbox"/> Box for completed sheets			
7. Acknowledgements to organisers and participants			
<input type="checkbox"/> On the day <input type="checkbox"/> Afterwards			