

“HOW TO RUN A MEETING” CHECKLIST

1. _____ Know the approximate number of attendees
2. _____ Arrive Early (First)
3. _____ Atmosphere: Arrange room appropriately (Chairs, desks, tables, temperature)
4. _____ Presentation Materials: Boards, Chalk, Markers
5. _____ Presentation Equipment: TV/DVD/DVR, microphone, screen, lap top, projectors
6. _____ Bring extra pens/pencils/note paper
7. _____ Handouts
8. _____ Greet and mingle
9. _____ Have a clock in the room
10. _____ Start on time
11. _____ Introduce guests and reason for attendance
12. _____ Designate a note taker (if necessary)
13. _____ Late-comers – Motion them to a seat and proceed with the meeting
14. _____ Written agenda determined ahead of time – Make sure committee members know agenda deadline – give a copy to everyone or post in the room.
15. _____ Read last meetings minutes
16. _____ Remind members of the overall goal of the group or program
17. _____ Have a positive atmosphere for idea sharing
18. _____ Attitude of the leaders -- Your attitude sets the pace. Remember, “The level of enthusiasm of the group never rises above the level of enthusiasm of the leader.”
19. _____ Put special guests on the agenda early
20. _____ Table surprises until next time or deal with at the end or after the meeting
21. _____ List all agenda items and include time allocations next to each agenda item
22. _____ Make sure everyone has a purpose for being there – Don’t let them get away without talking
23. _____ Put shorter agenda items on schedule earlier
24. _____ For time consuming issues, deal with later in the agenda, after the meeting, or delegate to subcommittee
25. _____ Summarize what has been accomplished, decided, or next action to be taken. Set a deadline.

(over)

26. _____ Set next meeting date
27. _____ END ON TIME!
28. _____ Get a record of meeting to someone (if necessary)

REMINDERS:

- Stick to the agenda and do not allow the group to get too far off task or onto tangents.
- Meeting announcements should include: Date, Time, Place, Goal and/or Significant Agenda Items
- Members can only speak for themselves. Use "I" statements.
- Nothing is ruled out until it is heard out.
- Summarize the positive accomplishments of the meeting so as to end on a positive note.

SAMPLE AGENDA:

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|--------------------------------|------------|
| 1. Devotions | 10 minutes |
| 2. Brief Announcements | 5 minutes |
| 3. Read last meeting's minutes | 5 minutes |
| 4. Read goal/objective | 5 minutes |
| 5. Old/New Business | 60 minutes |
| Give Reports/Set Action | |
| 6. End in Prayer | 5 minutes |
| | ---- |
| | 90 minutes |