

▶ Checklist » How to plan a meeting

- 1 Find a local meeting place that's free, conveniently located, wheelchair accessible, and a suitable size (i.e. community centre, school, local grocery store or church).
- 2 Establish a time and date convenient for residents and special guests.
- 3 Promote the meeting by flyer, email and word of mouth.
- 4 Prepare a meeting agenda that includes:
 - a Welcome and introduction of speaker(s).
 - b Discussion of new business.
 - c Discussion of problems or issues.
 - d Discussion of strategies to deal with problems and issues.
- 5 Set up the meeting place to encourage interaction by all participants.
- 6 Set up reception tables so that attendees can sign in or register their interest.
- 7 Make sure you have a meeting chair and a minute-taker to record all decisions and motions.