MEETING CHECKLIST

Event Name & Purpose: _____

Date: _____

LOGISTICS

Location:	☐	Guest Speaker:	☐
Transportation:	☐	Ad Specialty:	☐
Food Service:	☐	Door Prize:	☐
RSVP/Telemarketing Support:	☐	Name Badges:	☐
Exhibit Displays:	☐	Demo Tables:	☐
Database/Mailing List:	☐	Telemarketing Script:	☐
Dress Rehearsal:	☐	Banners:	☐

PRINTED MATERIALS

Conditioning/"Save the Date" Letter:	☐	Brochures:	☐
Invitations:	☐	Signage:	☐
Business Reply Card:	☐	Presentation Handouts:	☐
Envelopes:	☐	Evaluations:	☐
Agenda:	☐	External Notice/Memo:	☐
Business Cards:	☐	Attendance Roster:	☐
Door Prize Entry Forms:	☐		

PROMOTION

Advertising:	☐	Publicity:	☐

AUDIO-VISUAL

Slide Projector:	☐	Podium:	☐
Screen:	☐	Audio Recorder:	☐
Overhead:	☐	DVD/CD/ VCR:	☐
Video Projector:	☐	Easel, Pad & Markers:	☐
Microphone:	☐	Auxiliary Speakers:	☐