Checklist for Meeting Invitations

You're inviting people to a meeting? Make sure you've covered all important information, such as ...

Goal
Why do this meeting at all? Collect ideas; Create a draft; Distribute work; Discuss viability of a proposal; ...

Decision?
Will the meeting attendees take a decision? About what? Who will be affected?

Agenda
With allotted time, if applicable

Moderator / Facilitator
Will someone moderate? Who?

Participants
Who's invited? Who should come? Who must come?

Preparation
Who has to prepare what? Don't forget to send attachments or links

Calendar Entry
Alternatively: Date, time and length