**Journal Club Preparation Checklist**

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|  | Confirm the presentation schedule with the next presenter at least two weeks in advance |
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|  | Ask presenter to submit their choice of journal club paper at least one week in advance |
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|  | Provide the presentation guidelines and template to the presenter |
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|  | Forward the journal club paper to all participants one week in advance |
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|  | Ensure that pre-readers understand their responsibilities |
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|  | Confirm room booking |
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|  | Send a reminder email to all members at least two days in advance |
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|  | Appoint a facilitator for the meeting |
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|  | Make arrangements for food and drinks |
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|  | Print the attendance sheet |
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|  | Print presenter evaluation sheets |
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|  | Print feedback forms when appropriate |
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