

Pre-meeting checklist

Meeting logistics

- ☐ Name plates distributed
- ☐ To prevent floor crossing, were their 2 chairs on either side
 - ☐ somewhere within the speaker's view
 - ☐ in a non-awkward position that does not or minimizes hinderance of mouvement?
 - ☐ marked reserved
- ☐ If in-season meeting, extra chairs near door for late commers

Chair

- ☐ Question for introduction ready
- ☐ If applicable, CL manual given to somene for evaluation
- ☐ Biographies of speakers
- ☐ Reminder: cell phone check
- ☐ Reminder for end of meeting: take down request

Word of the day

- ☐ Word picked
- ☐ PageUp Document Holder (or tape)

Speech evaluators

- ☐ In possession of speaker's manuals
- ☐ Ready for the reading of the executive summary & objectives?
- ☐ If desired, evaluation note sheet

Timer

- ☐ Cards and timer for role
- ☐ If applicable, CL manual given to somene for evaluation

Table topics master

- ☐ Have the castanet awards?
- ☐ If applicable, CL manual given to somene for evaluation
- ☐ Paper slips for questions nearly teared off for easy distribution

General evaluator

- ☐ Évaluation note sheet
- ☐ If applicable, CL manual given to somene for evaluation