

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 hindrance of movement?
 - ☐ [Marked reserved]
- ☐ If in-season meeting, extra chairs near door for late comers
- ☐ All execs aware of membership pricing (_____)

Chair

- ☐ Question for introduction ready
- ☐ Gavel
- ☐ Answer to intro question ready
- ☐ 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)
- ☐ Word on hard enough surface for PageUp

Speech evaluators

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

Timer

- ☐ Cards
- ☐ Timer for role
- ☐ Agreement with chair on who will present the role

Table topics master

- ☐ Have the castanet awards?
- ☐ Paper slips for questions nearly torn off for easy distribution

General evaluator

- ☐ Evaluation note sheet
- ☐ Agreement if / who will present the role before speeches

Quizmaster

- ☐ Ready