

# 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
- Answer to intro question ready
- Gavel
- Biographies of speakers
- Establish evaluation sheet notice to audience / speech project intro

## 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

## Also chair / presiding officer

- Reminder: cell phone check
- Reminder for end of meeting: take down request
- Reminder : instruct where to go
- Reminder: word before intro

## Table topics master

- Have the castanet awards?
- Paper slips for questions nearly torn off for easy distribution
- Reminder: take note of who said what

## General evaluator

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

## Quizmaster

- Ready