

Corporate Meetings Checklist

- Book meeting room
- Note list of key attendees
- Send out notice of the meeting outlining the purpose and desired outcome.
- Solicit agenda items and papers for the meeting.
- Submit a tasklist along with minutes of the previous meeting and ask those assigned tasks at the previous meeting to indicate the status of those tasks.
- Submit a draft agenda to Chairperson for approval.
- Make sure that the key players can attend the meeting.
- Despatch final agenda and meeting papers to attendees – allow sufficient time for the papers to be read and digested.
- Skim the papers if you are going to minute the meeting - make sure you understand the key issues.
- Make sure that you know what style of minutes is required.
- Book refreshments
- Book lunch if the timing of the meeting runs over into lunchtime; find out if there are any special dietary requirements.
- Book overhead projector/PC Projector/flipchart
- Book a technician if you are not familiar with the equipment.
- Notify reception and provide the names of external attendees .
- Organise parking for external attendees
- If organising parking, remember to get car registration number, make, model and colour.
- Email a map and directions to external attendees.
- Printout a list of people who have declined the meeting and double check that key players are still attending.
- List apologies and note the reason for the apology
- Take spare copies of minutes, agenda, papers, and take along the list of apologies.
- Before the meeting, make sure the meeting room is in order
- Provide a supply of pens, pencils and paper.

- After the meeting type up the minutes promptly
- Submit draft minutes for approval
- Send out final minutes – make sure the time and location of the next meeting is included in the final minutes.
- Put the date of the next meeting in the diary and book a meeting room.