



## *Meeting Planner Document*

<b>MEETING NAME</b>		<b>PRIMARY FACILITATOR</b>	
<b>DATE</b>		<b>BUDGET</b>	
<b>EVENT LOCATION</b>		<b>MEETING SITE</b>	
<b>Meeting Objective</b>			

RECOMMENDED TIMELINE	TASK	RESPONSIBLE PERSON	STATUS UPDATE
<b>PRE-MEETING PLANNING</b>			
	Objective of the meeting		
	Budget		
	Location		
	Type of hotel		
	Table of Contents/Agenda		
	In House Agenda		
	Participants		
	How many breakouts should be scheduled?		
	Meeting Notes		
	Photographs		
	Thank You Notes		
	Set-up conference call w/ other centers to discuss details (schedule as needed, these are meeting specific)		
<b>AT MEETING LOCATION</b>			
	Pre-pre-meeting with Facilitators		



RECOMMENDED TIMELINE	TASK	RESPONSIBLE PERSON	STATUS UPDATE
	Assign someone to handle logistics while meeting is in process		
	Meet w/ conference services to go over final details		
	Have Hotel assign one contact person to responsible for handling all issues		
	Go over Conference room set-up with conference staff		
<b>CONTRACT REVIEW</b>			
	Reserve Lodging Block		
	Request Contract		
	Get final room release dates & cancel policies		
	Limiting Liabilities		
	Special considerations		
	Meeting space assignments		
	Attrition clauses		
	Cancellation clauses		
	Credit and deposits		
<b>AGENDA</b>			
	Draft copy		
	First review		
	Revise draft		
	Finalize		
	Send to participants		
<b>PARTICIPANTS</b>			
	Initial notification/invite		
	Follow-up (identifying rest of team, discussing agenda, site update, identifying other partners)		
	Obtain complete contact information		
	Determine if participants have any special needs (i.e. dietary, disability, etc.)		

RECOMMENDED TIMELINE	TASK	RESPONSIBLE PERSON	STATUS UPDATE
	Create database of participants include: name, titles, address, phone, fax, email		
	Add names as needed		
	Confirm non-Institute participants		
	Finalize the participant list		
	Create an official participant list for packet		
<b>MEETING ROOM SETUP</b>			
	Determine Total Number of Attendee's		
	Determine room dimensions and characteristics (i.e., width, length, height, obstructions, lighting, etc.)		
	Seating (theater, classroom, conference-style, etc).		
	Microphones (cordless, lavalier, roving, standing, or table mics)		
	Podiums		
	P.A. systems		
	Projectors (overhead, data projectors)		
	General equipment (flipcharts, easels, marking pens, extension cords, power strips with surge protectors)		
	Internet/T1 Connection		
	Laptop Computer		
	Set-up a Conference Room walk-through time with Project Contact and Hotel Contact		
	Have a table assigned for just Urban Schools and Representatives		
	Where should I schedule the speaker to gain the most exposure for a topic?		
<b>MENU PLANNING</b>			
	Determine Head Count for Meal Times		
	Monitor individual dietary needs (e.g. special vegetarian meals and food allergies)		

RECOMMENDED TIMELINE	TASK	RESPONSIBLE PERSON	STATUS UPDATE
	Eliminate repetitive food items		
	Select Menu Items & Serving Times		
	Choose Location for Off-Site Dining		
<b>PRESENTATION MATERIALS</b>			
	Draft copies of all items that will be presented, taken from the Table of Contents/Agenda Meeting		
	Oversee the development/timeline of presentation materials from other Presenters		
	Review draft copies		
	Revise draft copies		
	Circulate revised copies among other center for their input		
	Have all Presenters send Final Copy of Presentation Materials		
	Finalize packet documents		
	Copy packet pieces		
	Assemble packets		
	Get the Local Phone number to Kinko's, closest to the meeting site		
	Homework Assignments		
<b>MEETING PACKETS</b>			
	Create a checklist of all items and materials that will be in the packets (i.e. name tags, notepads, presentation materials, travel reimbursement forms etc.)		
	Create Name tags		
	Draft copies of all items that will be in the packets		
	Review draft copies		
	Revise draft copies		
	Circulate revised copies among other center for their input		

RECOMMENDED TIMELINE	TASK	RESPONSIBLE PERSON	STATUS UPDATE
	Finalize packet documents		
	Copy packet pieces		
	Assemble packets		
	Assemble 10 extra packets		
<b>FINAL DEADLINE MEETING</b>			
	Review all previous Meeting Categories		
	Alert Leaders that this is one-week before the meeting is to start, provide all last minute details (i.e. attendees, presenters, materials, etc.		
	Create additional materials/packets if necessary		
<b>MEETING FOLLOW-UP TASK</b>			
	Post Meeting Follow-up to review what worked and what did not work		
	Type-up & Distribute Notes from Meeting		
	Follow-up on Assigned Meeting Task		
	Thank You Notes		