

Meeting Logistics Worksheet

Logistic	Considerations
Date and Timing	<p>Is the meeting date far enough in the future to give participants time to prepare? Ideally a minimum of five business days' notice should be considered for meetings less than half a day in duration. Full or multiple day meetings require more notice.</p> <p>Is the date suitable for the key participants?</p> <p>Does your date and timing conflict with other organizational priorities or events that might compete for participants' attention?</p> <p>Is the date and timing of your meeting good in relation to starting new initiatives or adding to participant workloads?</p>
Location	<p>How many people are coming?</p> <p>Are all participants local or will some be travelling? If so, what accommodations will you make to support travel arrangements?</p> <p>Will all participants fit comfortably in the meeting room?</p> <p>What will you be doing in the meeting? Are special facilities required to support your plans? Does the meeting room need to be set up in a special way?</p> <p>Will you need special equipment?</p>
Resources	<p>What equipment and other resources (flipcharts, office supplies, WiFi, etc.) will you need?</p> <p>Is there background information or other materials that must be prepared to support the meeting? If so, who is responsible for getting this done?</p>
Dress Code	<p>Do the activities planned in the meeting require clothing other than normal business attire?</p>

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Hospitality	Will food and beverages be required? If so, whose budget will cover the costs, what approvals are needed, and from whom will these items come?
Invitations to Participants	<p>Does your invitation contain:</p> <ul style="list-style-type: none"> • Names of all participants • Your name, phone number and email address • Meeting date • Starting and end times • Meeting location (with map if required) • Meeting objectives and agenda • Preparation required by participants • Additional materials participants are to bring, or expectations for participation • Travel details as appropriate • Dress and hospitality details as appropriate