

Meeting Prep Checklist

>30 Days in Advance

Book venue (if needed---e.g., park permits)
Poll members regarding a theme

2 Weeks in Advance

Finalize theme (based on season and interests of the participants and presenters)
Finalize agenda and presenters

Example agenda (1-1.5 hours):

1. Welcome participants and summarize the goal of your specific Climate Club and this specific meeting (5 minutes)
2. Lay the ground rules: non-judgmental; working on improvement; and supporting each other; everyone can learn (5 minutes)
3. Introductions and check-in with participants to: (10 minutes)
 - a. Share their progress over the past month and
 - b. Share what they hope to get from this meeting
4. Presentation 1 (20 minutes)
5. Presentation 2 (20 minutes)
6. Open discussion (20 minutes)
7. Summary and suggestion of next topics (10 minutes)
8. Survey (1 minute)

Finalize date and time
Send save-the-date

1 Week in Advance

Send reminders (Meetup.com, email, Twitter, Nextdoor, Facebook)

Day Of

Coffee
Snacks
Cups
Napkins
Sanitizer

Bugspray

Tablecloths

Chairs

Blankets

Table

Pens/pencils

Sign-in sheet

Nametags

Marker

Post-meeting survey

Handouts

Take photos/video

Moderation plan

What if more than 10 ppl?

Big talkers---protect other guests/the magic of the gathering