



Meeting Planner Checklist

Meetings Checklist	done	comments	date/ref
Agenda			
Sequence			
Timings			
Attendees			
Date & Time			
Venue			
Notification			
Notes of last meeting			
Directions/map			
Materials (as required by agenda items)			
Equipment (make separate check-list)			
Refreshments/Catering			
Note-paper, pens, name-plates			
Guest care/instructions			