

# Prospective-Member Meeting Checklist

The meeting for eligible candidates only is an important opportunity to make your developing honor society shine and build excitement for induction. It also allows candidates to ask questions and have a full understanding of what to expect from the induction ceremony as well as membership in your developing honor society. Utilize this checklist to assign deadlines and responsibilities to volunteers before, during, and after the meeting.

## Before the Meeting

	Deadline	Task Assigned To	Date of Completion
<b>Reserve meeting space.</b> <i>(Allot time for setup and cleanup.)</i>			
<b>Reserve equipment.</b> Laptop Projector Screen Projector			
<b>Designate Welcoming Team members.</b>			
<b>Draft agenda.</b> PowerPoint presentation Benefits and Features section Expectations section Financial Explanations section <u>Questions and Answers session</u> <u>Follow up with attendees</u> <u>Survey Attendees</u>			
<b>Assign tasks</b> (based on agenda).			
<b>PowerPoint presentation</b> (Who will edit, if applicable?)			
<b>Presentation</b> (Who will present?) Benefits and Features section Expectations section Financial Explanations section Answering general questions Follow up with attendees. Surveys (Who will issue and collect?) Answering personal questions			
<b>Prepare budget.</b> Meeting-space rental Decorations Food and beverage			
<b>Purchase items.</b>			
<b>Promote event.</b> Design and print invitations. Send invitations. Manage RSVP list.			

# Prospective-Member Meeting Checklist (continued)

## Additional Tasks Prior to the Meeting

	Deadline	Task Assigned To	Date of Completion
<b>Meeting Space Confirmation and Setup</b> Location Time requested for use Time allotted for setup Time allotted for cleanup			
<b>Equipment Reservation and Setup</b> Laptop and projector Presentation (Who will run for viewing)			
<b>Decorations and Food</b> Theme of decorations Room setup (diagram) Food and beverage (menu) Food and beverage setup (Buffet style, serving, etc.)			
<b>Invitation Distribution &amp; RSVP List</b> How many were invited? How invitations were sent (mail, email) RSVP date RSVP list update			
<b>Current and Outstanding Purchases</b> Items purchased Items still needed Bill for meeting space, if applicable Bill for equipment use, if applicable			
<b>Final Task Delegation</b> Room setup Welcoming Team Board of directors Membership Room cleanup			

# Prospective-Member Meeting Checklist (continued)

## During the Meeting

	Deadline	Task Assigned To	Date of Completion
<b>Check setup.</b>			
<b>Items on Hand</b> Sign-in sheet, name tags, pens, surveys			
<b>Have fun!</b>			

## After the Meeting (board and committee debrief)

	Deadline	Task Assigned To	Date of Completion
<b>Board and Committee Evaluation of Meeting</b> Highlights, changes, recommendations			
<b>Attendee surveys</b> (results)			
<b>Induction invitations</b> (new members)			
<b>Induction invitations</b> (current STTI members)			
<b>Attendee follow-up</b> (outside of the current communication) Reminder messages			