

Off-Site Meeting Preparation Template

Attendee Preparation Required:

Reading: _____ Presentation: _____ Meeting: _____
Ideas: _____ Recommendations: _____ Questionnaire: _____
Other: _____

Pre-meeting questionnaire (key questions):

- o
- o
- o
- o

When was the last time this group met? _____ How did it go? _____

Any issues to be aware of? _____

How will attendees be briefed as to their responsibilities: _____

Meeting invitation & attachments: background materials, e.g. concise white paper including relevant history, facts, ideas, proposal, etc. _____

Audio/visuals req'd: _____

Materials and resources: _____

Refreshments: _____

Chairperson and Executive Sponsor Preparation:

Orientation points: _____

History: _____

Status, facts: _____

Causes, consequences: _____

Controls, structure, processes needed: _____

Resources: _____

Outputs: _____

Agenda options and possible extensions: _____

Need for devil's advocate role: _____ Who: _____

Other: