

FRG Meeting CHECKLIST

THINGS TO DO LIST	NOTES	DONE
Meeting reminders - Phone Tree, Newsletter, Flyer		
Confirm speaker/guests		
Confirm Committee Reports/Attendees		
Welcome/Directional Signs		
Create and copy agenda, calendars		
Door prize, welcome packets, certificates		
Coordinate with Commander		
Coordinate with Youth Chairperson		
MEETING DAY LIST	Person Responsible	DONE
Copies of Agenda		
Copies of Training Calendar		
Copies of Handouts		
FRG Notebook and pen		
Calendar of upcoming events		
Current newsletter		
Clipboard		
Volunteer notebook to record hours		
Nametags and markers		
Sign In sheet and pens		
Equipment (VCR, TV, Projector?)		
Food? Dessert?		
Drinks		
Ice and cooler		
Cups		
Plates		
Flatware (forks, spoons, knives)		
Napkins		
Door Prize		
Farewell gifts? Baby gifts? Wedding gifts?		
Welcome packets?		
Appreciation Certificates?		
Supplies for Youth Activities		
Childcare?		
Set up table, chairs, equipment		
OTHER:		
1		
2		
3		
4		
5		