



Meeting Day Checklist

Registration:

Sign in Sheet
Seed money
Membership List
Receipt Vouchers if needed
Name Tags (Committee, Speakers, and blank for participants)
Copies of Speaker Presentations
Pace Evaluations
Pens
Signage
Tables
Copies of Brochures, Save the Dates
Membership applications
Parking vouchers if necessary

Raffle:

Raffle box
Signs for raffle box
Seed Money
Envelope to hold money
Slips for people to sign up on
Gift certificates/boxes

Presentations:

Welcome speech
Laptop Computer-just in case
Projector, remote, microphone, laser pointer
Speaker presentations on a jump drive as backup

Food:

Drinks
Snacks/Food
Silverware, plates, napkins

End of presentations:

Thank you
Raffle
Pace Code
Evaluations/Tally
Any memberships/money
Money from raffle (keep separate)