



# YOUR INDISPENSABLE MEETING PLANNING CHECKLIST

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- ☐ Define Your Intention
- ☐ Determine the Format
- ☐ Create a Budget
- ☐ Select a Venue
- ☐ Secure Your Dates
- ☐ Rally Your Team
- ☐ Set the Agenda
- ☐ Reserve the Essentials
- ☐ Reconfirm All Details
- ☐ Win The Day

*For full details on each of the steps above, scan QR code*

