



Meeting Checklist

| Planning Item | Instructions and Comments |
|---|---|
| Communications Package contents | <ul style="list-style-type: none"> - PowerPoint presentation with script for target audience: <ul style="list-style-type: none"> ▪ <u>Program and Financial Management</u> ▪ Requisitioner supervisors ▪ Requisitioners ▪ Procurement staff - Meeting Checklist (this page) - Meeting Sign-in Sheet - Meeting Question Data Collection Worksheet - Meeting Results Worksheet |
| Meeting forum | Select the most appropriate forum for this audience: <ul style="list-style-type: none"> ▪ Staff or other regularly scheduled meeting ▪ Special meeting for this topic for invited attendees ▪ Open forum for this topic for anyone interested |
| OAMFA support needed | Contact the communications support team if you want help with running the meeting or presenting at the meeting. <ul style="list-style-type: none"> - Tom Cochran, tcochran@doc.gov, 202.482.4424 - Jerry Rorstrom Lee, jrorstrom@doc.gov, 202.482.7887 - Dorine Andrews, dandrews@rwd.com, 202.482.4868 |
| Special guests | <ul style="list-style-type: none"> - Invite HCO, CFO, CIO and/or CO area to open the meeting with a welcome and be available to answer questions. |
| Timing | 1 to 2 hours. Please allow time for discussion, questions and answers. (20 slides @ 2-3 minutes+20 minutes discussion = 60 to 80 minutes) |
| Equipment | Computer projection; screen; flip chart; markers; masking tape |
| Participant Handouts | Print slides, in color if possible. as handouts or full slides |
| Instructor script | Print out of slides in NOTES PAGE format |
| Meeting Sign In sheet | Print Communications Package Sample |
| Room preparation | <ul style="list-style-type: none"> - On flip chart page write heading "Questions" - Create and tape to wall flip chart page with heading "Meeting Rules for Operation". It should list these items: (1) One conversation at a time; (2) There are no "dumb" questions; and (3) When you have a question, ask it. We'll board it if we can't answer right away |
| Post Meeting Item | Instructions and Comments |
| Complete the Meeting Question Data Collection worksheet | OAMFA needs to know what questions are being asked, if you were able to answer the question or whether you need OAMFA to find the answer and get it to you. |
| Complete Meeting Results Worksheet | OAMFA needs to report how the communications effort is proceeding. Please complete the Meeting Results Worksheet. |
| Email to OAMFA | Tom Cochran, tcochran@doc.gov , 202.482.4424 <ul style="list-style-type: none"> - Meeting Question Data Collection worksheet - Meeting Results worksheet - Meeting Sign-in Sheet |



Meeting Question Data Collection Worksheet

The following questions were raised during the meeting which should be added to the Frequently Asked Questions documentation and/or require OAMFA help in answering.

Meeting Date: _____
 Target Audience: Program and Financial Management
 Bureau: _____
 Meeting Leader: _____

| Question | Place "X" in cell as needed | |
|----------|-----------------------------|---------------|
| | Add to FAQs | Answer Needed |
| | | |
| | | |



Meeting Results Worksheet

Please answer the following questions to evaluate your meetings effectiveness.

Meeting Date: _____
Target Audience: Program and Financial Management
Bureau: _____
Meeting Leader: _____

1. What was the reaction of your audience to the information presented?
___ Positive Mixed ___ Negative ___
2. What do you recommend as follow-up with the people who attended this meeting?
(check all that apply)
___ Answers to Questions
___ "Thank-you for attending the meeting" email
___ Other, please explain:
___ No follow-up needed
3. The materials provided by OAMFA Communications Support Team helped to make your meeting successful (check the most appropriate)
Yes ___ No ___ Somewhat ___
4. What can be done to make communications with this audience more effective?
Please explain.