



## Meeting Checklist

Planning Item	Instructions and Comments
Communications Package contents	<ul style="list-style-type: none"> <li>- PowerPoint presentation with script for target audience:                             <ul style="list-style-type: none"> <li>▪ Program and Financial Management</li> <li>▪ <b><u>Requisitioner supervisors</u></b></li> <li>▪ Requisitioners</li> <li>▪ Procurement staff</li> </ul> </li> <li>- Meeting Checklist (this page)</li> <li>- Meeting Sign-in Sheet</li> <li>- Meeting Question Data Collection Worksheet</li> <li>- Meeting Results Worksheet</li> </ul>
Meeting forum	Select the most appropriate forum for this audience: <ul style="list-style-type: none"> <li>▪ Staff or other regularly scheduled meeting</li> <li>▪ Special meeting for this topic for invited attendees</li> <li>▪ Open forum for this topic for anyone interested</li> </ul>
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"> <li>- Tom Cochran, <a href="mailto:tcochran@doc.gov">tcochran@doc.gov</a>, 202.482.4424</li> <li>- Jerry Rorstrom Lee, <a href="mailto:jrorstrom@doc.gov">jrorstrom@doc.gov</a>, 202.482.7887</li> <li>- Dorine Andrews, <a href="mailto:dandrews@rwd.com">dandrews@rwd.com</a>, 202.482.4868</li> </ul>
Special guests	<ul style="list-style-type: none"> <li>- Invite HCO, CFO, CIO and/or CO area to open the meeting with a welcome and be available to answer questions.</li> </ul>
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"> <li>- On flip chart page write heading "Questions"</li> <li>- 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</li> </ul>
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, <a href="mailto:tcochran@doc.gov">tcochran@doc.gov</a> , 202.482.4424 <ul style="list-style-type: none"> <li>- Meeting Question Data Collection worksheet</li> <li>- Meeting Results worksheet</li> <li>- Meeting Sign-in Sheet</li> </ul>





## 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: Requisitioner Supervisors  
 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: Requisitioner Supervisors  
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.