



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"> ▪ Program and Financial Management ▪ Requisitioner supervisors ▪ Requisitioners ▪ <u>Procurement staff</u> - 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: Procurement staff
 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: Procurement staff
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.