

making meetings fun

(māk ing mētīngs fūn)

v. making meetings enjoyable so people will want to come to the meeting

- ★ Open each meeting with a joke, inspirational quote, or startling statistic.
- ★ Use props, music, skits, stories, or tricks to obtain the interest of your members.
- ★ Wear a costume that represents your group's theme or the meeting's objective.
- ★ Ask each member to wear a hat, a certain color shirt, or some other item to promote a team atmosphere.
- ★ Have food. Ask a different member at each meeting to bring a snack for the next meeting or have a snack potluck.
- ★ Rather than memos or emails to announce an upcoming meeting, make party invitations or tickets for admission.
- ★ Make the meeting room an uplifting place with pictures, balloons, or other decorations.
- ★ Do anything that gets your group up and moving around.
- ★ Send a puzzle piece to each member, then have them bring the pieces to the meeting to put together. Have the puzzle relate to the meeting specifically.
- ★ Get people involved by having them tell stories, experiences, or make up analogies to clarify points.
- ★ Start the meeting by giving the group 2-3 minutes to ask the person on their right something unusual or exciting that happened to them that week, then let them introduce each other to the rest of the group using that information.
- ★ Don't meet just to meet. If there is nothing to discuss – don't meet!
- ★ At the close of the meeting, go around the room and have each person state something they learned in the meeting, give appreciation to another member, commit to a specific task, or give a one-word summary of the meeting or group.
- ★ Use pictures, slides, or comic strips to illustrate points.
- ★ Take a moment to stand up, stretch, clap, or move around during the meeting to keep everyone alert and attentive.
- ★ Be organized and use your time effectively – have an agenda.
- ★ Use a lot of color whenever possible (in memos, agendas, notes, posters).
- ★ Exaggerate everything. Use big gestures, large print, anything to attract (and keep) their attention.



define yourself. get involved.

- ★ Laugh and smile throughout the meeting.
- ★ If everyone is focusing on “downers” – a program where no one showed up or a dance where the band was horrible – have everyone write their “bad news” on a piece of paper. When everyone has completed this, throw them all into a garbage can. Tell everyone their past problems or failures are now gone – and it’s time to focus on the future.
- ★ Stressful meeting? Have everyone sing the chorus of their favorite song – all at the same time – for ten seconds.
- ★ Bring a beach ball to the meeting. Rather than just going around in a circle asking people for updates, new business, and so forth, toss the ball to someone. Have each person toss it to someone else until everyone has had a chance to express their news.
- ★ Form a circle and have everyone give the person to their right a shoulder rub. Go two minutes, switch people, and go another two minutes.
- ★ Write a sentence on a piece of paper to be the first line of your “poem”; something regarding your group, meeting, or next event. Fold the paper so the only thing that shows is the last word of your sentence. The next person writes line #2 of the poem, rhyming the first line. Keep passing the paper and adding to the poem until it’s gone all the way around the room, then read it aloud to the group.
- ★ For some variety, have a different person run the meeting each week. Or designate a different person each week to be the “Fun Master” and bring a fun idea or game to the next meeting.
- ★ Use icebreakers and teambuilders. They’re usually met with some resistance but result in high energy and laughter.
- ★ Be energetic. Move around.
- ★ Choose a “word of the meeting” – every time someone says that word in the normal flow of conversation, everyone has to move one seat to the right.
- ★ Start off the meeting with a scene from a movie, a segment from an upbeat song, a funny Top 10 List that you taped from David Letterman the night before. If you do something unusual at each meeting, people will truly look forward to your meetings to see what you’ll do next!
- ★ Create a game show atmosphere. Rather than just stating the items on your agenda, turn it into a round of Jeopardy. Clue: “The upcoming craft fair we are sponsoring.” Answer: “What is ‘new business’?”
- ★ Be creative! There are so many other ways to lighten up a meeting!



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Office of Student Activities ★ www.getinvolved.wustl.edu