

Sample 13

A MEETING PLAN

The key to a successful meeting is to plan your agenda/program well in advance!

AIM OF THE MEETING

PROGRAM THEME/TITLE

ACTIVITIES PLANNED:	PERFORMED BY	GOAL	TIME ALLOCATED	EQUIPMENT NEEDED
•	•	•	•	•
•	•	•	•	•
•	•	•	•	•
•	•	•	•	•
•	•	•	•	•

EVALUATE: AFTER THE MEETING CHECKLIST

PROGRAM CONTENT

- What parts of the program went well?
- What parts of the program did not work as well as you planned?
- Was enough time allocated to each activity?

YOUTH

- What did the members do?
- Which groups worked together?
- Any special friendships?
- Did the boys and girls mingle or stay separate? Why?
- Were any members left out of what was going on? What was done about this?
- Did they have any free time?
- Did they seem to enjoy themselves?
- Were they responsive?
- Were some things enjoyed more than others?
- Were youth members given responsibilities? Who/what?

GUEST SPEAKER

- Were the topic and speaker well received?
- Was enough time allocated?

LEADER

- Where were you during the evening?
- Did you speak to anyone (apart from greeting)? Who and why?
- How was responsibility shared?

DISCIPLINE

- Any difficulties? With whom?
- How did you deal with it?
- Was it effective?
- If the problem arose again, how would you deal with it?

LEARNING

- What methods were used to test the knowledge of the participants?
- How do you know that the purpose of the meeting was fulfilled?

OTHER

- Were refreshments available?
- What were the arrangements?
- Were all young members picked up on time?

FUTURE

- What's happening next week? month?
- Are the members aware?
- Did they have input?