



Maine Masonic College Meeting Checklist

RESPONSIBLE REGENT: _____

Title of Program: _____

Day of Program: _____ Date: _____ Location _____

Starting Time: _____ Ending Time: _____

Instructor: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Does instructor know how to get to the building? Confirmed: _____

Are building arrangements made and confirmed? Who/when? _____

Who will open building? _____ Confirmed date: _____

What time will building be opened? _____ Heat /Cooling On? _____

Who is providing food? _____ Confirmed date: _____

Who will prepare food? _____ Confirmed date: _____

PowerPoint Projector Needed? Y / N Who will bring? _____

Overhead Projector Needed? Y / N Who will bring? _____

Projector Screen Needed? Y / N Who will bring? _____

Podium Needed? Y / N Extension cords: Available / Needed

Chair/table setup description: _____
(Auditorium / Open U / Classroom with tables / Other)

Handouts prepared? Y / N Who will bring? _____

Evaluation Form Prepared? Y / N Who is Responsible? _____

Finances: Treas. OR Secy. coming with check Y / N **OR** pymt arrangements made Y / N

Registrar Checklist:

- List of registrants
- NAME BADGES
- Pens
- Paper
- MMC items for sale
- MMC brochures & handbooks
- Sufficient change (if a registration or lunch fee is charged)
- _____

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Meeting Day:

- Ensure presenter is greeted warmly and shown where facilities are. Ensure assistance for bringing in equipment. Confirm AV setup. Assign a Regent to ‘be nearby’ and introduce attendees to him/her.
- Set out materials for handout and items for sale. If large attendance, have another Regent be responsible for taking money and answering questions while you check people in.
- Set out name badges, pens and notepaper with announcement Plexiglas holders
- Follow progress of coffee & donuts if offered to make sure it’s ready for first arrivals
- Remind Regents to greet ‘new faces’ and make them feel welcome
- Have list of registrants and check them in
- _____
- Do preliminary announcements:
 - Time
 - Breaks
 - Restrooms
 - Food
 - Upcoming MMC events
 - Introduce the **day’s host** who will introduce the person doing the program
- Be prepared to introduce speaker (Provide material for this to Chair or Vice Chair if present: otherwise, you need to be the host.)
- Ensure that cleanup is done at the close of the program. Ask other Regents for assistance.
- Assist speaker in transporting items to their vehicle
- Thank speaker for program & review reimbursement processes if appropriate
- _____

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Things we should have done/remembered: _____
