



Off-Site Meeting Preparation Template

Meeting theme/name: _____ Dates: _____

Location: _____ Accommodations: _____

Departments invited: _____

Desired outcomes, issues to be resolved, and/or questions to be answered in meeting:

1. _____
2. _____
3. _____
4. _____
5. _____

How much of the meeting do you want allocated to each of the following categories of activities?

Agenda Items:	Business reviews, industry updates	Strategy dev't, planning	Problem solving, brainstorming	Fun, team building, recognition	Education, training	Other _____
Hours:	_____	_____	_____	_____	_____	_____

Place a "Y" (yes) in each of the meeting method blanks below that apply and assign an owner or presenter for each.

===== Meeting Method =====

<u>Meeting Topics</u>	<u>Prepar ation</u>	<u>Presen tation</u>	<u>Work- shop</u>	<u>Exer- cise</u>	<u>Discu- ssion</u>	<u>Owner, presenter</u>
Business unit reviews	_____	_____	_____	_____	_____	_____
Industry, product updates	_____	_____	_____	_____	_____	_____
Strategy development, planning	_____	_____	_____	_____	_____	_____
Problem solving, brainstorming	_____	_____	_____	_____	_____	_____
Fun, team building	_____	_____	_____	_____	_____	_____
Recognition	_____	_____	_____	_____	_____	_____
Education and training	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____

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Chairperson: _____ Executive Sponsor: _____

Logistics Coord'r: _____ Facilitator: _____ Scribe: _____

Attire: _____ Expense Charge Code: _____ Other: _____

Primary attendees:

Executives, guests, speakers, trainers, and/or consultants to be invited:

Meeting Agenda:

<u>Date/Time</u>	<u>Agenda item</u>	<u>Owner/Presenter</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attendee preparation required:

Preparation required: _____

Reading assignments: _____

Pre-meeting questionnaire (key questions):

- _____
- _____
- _____
- _____

Other: _____

Meeting materials preparation required:

Background information: _____

Presentations: _____

Videos/examples: _____

Workbooks and other materials: _____

Food/refreshments: _____

Facilities req'ts: _____

Other: _____

Presentation preparation:

Introduction key points: _____

Problem to solve, opportunity to leverage: _____

Status, facts: _____

Causes, consequences: _____

Alternatives available: _____

Criteria to funnel down to solution: _____

Benefits of solution: _____

What makes solution believable: _____

Plan of action: _____

Summary points: _____

Other: _____

Other:

