

# LWG Pre-Meeting Checklist

*Everything you need to do before the meeting starts*

Meeting Date

Time & Location

Facilitator

A well-prepared meeting runs smoothly and respects everyone's time. Work through this checklist in the days and hours before your LWG meeting so nothing gets left to chance.

## 1 Week Before

*Get logistics locked in and people confirmed*

<input type="checkbox"/>	Confirm date, time, and location with the venue	<i>Don't assume, call to confirm</i>
<input type="checkbox"/>	Send agenda to all expected attendees	<i>Email at least 5–7 days ahead</i>
<input type="checkbox"/>	Confirm attendance with key participants (district staff, NRCS, invited guests)	
<input type="checkbox"/>	Review each district's action items from last meeting	<i>So you can prompt effectively</i>
<input type="checkbox"/>	Prepare any discussion questions or think-pair-share prompts (see facilitator guide)	<i>Have 1–2 ready in case conversation stalls</i>
<input type="checkbox"/>	Assign a note-taker for the meeting	<i>Can be the facilitator, but it'd be better to get someone else</i>
<input type="checkbox"/>	Arrange food or refreshments if needed	<i>People stay longer when there's food</i>

## Day Before

*Final prep and confirmations*

<input type="checkbox"/>	Send a reminder email or text to attendees	<i>Short and friendly, just the basics</i>
<input type="checkbox"/>	Print sign-in sheets (bring extras)	<i>Use the LWG Sign-In Sheet template</i>
<input type="checkbox"/>	Print copies of the agenda for each attendee	<i>Or have a way to display it in the room</i>
<input type="checkbox"/>	Print any project updates, handouts, or reference materials	
<input type="checkbox"/>	Confirm AV setup if using projector, screen, or video call	<i>Test it the day before, not 5 min before</i>
<input type="checkbox"/>	Prepare name tags if attendees don't all know each other	<i>Especially helpful for first meetings (optional)</i>

<input type="checkbox"/>	Text or call any key people you're still waiting to hear from	
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### Day Of - Before People Arrive

*Get the room ready so you can focus on people when they walk in*

<input type="checkbox"/>	Arrive at least 30 minutes early	<i>Things always take longer than expected</i>
<input type="checkbox"/>	Set up tables and chairs in a configuration that encourages discussion	<i>Round or U-shape beats rows</i>
<input type="checkbox"/>	Set out sign-in sheets, pens, and agendas at each seat or at the door	
<input type="checkbox"/>	Set up and test any AV equipment (projector, screen, microphone)	
<input type="checkbox"/>	Set up a flip chart, whiteboard, or visible space to capture action items (or use computer and projector)	<i>Essential for closing the meeting well</i>
<input type="checkbox"/>	Put out any handouts, maps, or reference materials	
<input type="checkbox"/>	Set up food and drinks if applicable	
<input type="checkbox"/>	Post a simple welcome sign at the entrance if the venue is large or unfamiliar	

### As People Arrive

*Set the tone before the meeting officially starts*

<input type="checkbox"/>	Greet everyone personally as they come in	<i>Names matter — use them</i>
<input type="checkbox"/>	Direct people to the sign-in sheet	<i>Build your list every time</i>
<input type="checkbox"/>	Introduce people who don't know each other	<i>Don't let people sit in silence</i>
<input type="checkbox"/>	Give a 2-minute heads up before starting: "We'll get going in a couple minutes"	
<input type="checkbox"/>	Note who's missing and decide whether to wait or start on time	<i>Default: start on time, respect those who showed up</i>

### What to Bring - Materials Checklist

*Don't leave these behind*

<input type="checkbox"/>	Sign-in sheets + extra pens	<i>At least 2–3 pens per table</i>
<input type="checkbox"/>	Printed agendas (one per person)	
<input type="checkbox"/>	Between-Meeting Action Trackers from last meeting	<i>For reviewing commitments</i>

<input type="checkbox"/>	Blank Between-Meeting Action Trackers for this meeting	<i>People fill these out at the end</i>
<input type="checkbox"/>	Partner Mapping Worksheets (if relevant to agenda)	
<input type="checkbox"/>	Project Proposal Templates (for any new districts or updates)	
<input type="checkbox"/>	Contact list for all attendees	<i>So you can follow up after</i>
<input type="checkbox"/>	Laptop / tablet if presenting or taking digital notes	
<input type="checkbox"/>	Extension cord and adapter if using AV	<i>Always bring these</i>
<input type="checkbox"/>	Your contact card or resource info to leave with attendees	