



# 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: \_\_\_\_\_

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