

Charity Resolution Meeting Planning Checklist

Date: _____

Location: _____

Checklist Items

- Define Meeting Objectives
- Identify Participants
- Send Meeting Invitations
- Prepare Agenda
- Gather Necessary Documents
- Arrange Meeting Space
- Set Up Audio/Visual Equipment
- Confirm Attendance
- Prepare Refreshments
- Designate a Note Taker

Follow-Up Actions

- Distribute Meeting Minutes
- Send Thank You Notes
- Outline Action Items

For more information, please contact [Your Organization's Name] at [Your Contact Information].