

Organizer's Checklist for Effective **In-Person** Coalition Meetings

✓	Activity	Notes, Person(s) Responsible & Follow-up
	<p>Set a regular schedule and location for meetings and circulate to coalition partners – Include meeting schedule in orientation packet for new members</p> <p><i>Choose a location that is accessible by public transportation, has free or affordable parking, and is accessible to persons with disabilities. Choose a meeting time that works for the youth, parents, and other community members you want to engage – not just for staff.</i></p>	
	Assign coalition partners to report on key parts of agenda for greater buy-in and listener interest	
	Circulate a meeting reminder 24-48 hours in advance	
	Establish goals of meeting in advance and share with membership when circulating meeting reminder	
	Develop a meeting agenda with times and roles and share with coalition chairs and subcommittee chairs 3 days before meeting for their changes and approval	
	Plan for onsite help for room set-up and post meeting clean-up – “staff” should arrive early!	
	Circulate a sign-in sheet to gather records of meeting participants -- or require an online registration beforehand.	
	Secure LCD projector AND laptop if needed	
	Secure ASL interpreter or translator services if needed	
	Get refreshments (preferably donated) - <i>avoid allergy inducing foods like nuts</i>	
	Set up the room with seating that easily accommodates different body sizes, for instance having some chairs without arms	
	Nametags	
	Pens (for sign-in sheet)	
	Markers (for name tags)	
	Flip chart or chalkboard for capturing action steps	
	Copy agenda and other materials and assemble participant packets	
	Designate a timekeeper	
	Task coalition chair or another participant with making sure that all members are given ample opportunity to be heard	
	Designate a competent notetaker to capture meeting minutes - key discussion points and action items	
	Circulate meeting minutes within 3 business days – highlighting assignments, key decisions, and next steps	
	Other?	

Organizer's Checklist for Effective **Virtual** Coalition Meetings

✓	Activity	Notes, Person(s) Responsible & Follow-up
	Set a regular meeting schedule and circulate online invitations to coalition partners. Require registration to capture attendees' contact information.	
	Circulate a meeting reminder 24-48 hours in advance	
	Establish goals of meeting in advance and share with membership when circulating meeting reminder	
	Develop a meeting agenda. Assign coalition members to report on key parts of the agenda for greater buy-in and listener interest.	
	Designate a facilitator to track meeting time	
	Task coalition chair or another participant with making sure that all members are given ample opportunity to be heard	
	Designate a competent notetaker to capture meeting minutes - key discussion points and action items	
	Remember to keep all attendees on mute, until they are scheduled to speak	
	Circulate meeting notes within 3 business days – highlighting assignments, key decisions, and next steps	
	Other?	