Sample Checklist

❏ Set date & time

❏ Decide on location/in-person or virtual

❏ Invite attendees

❏ Ask for agenda items

❏ Designate note taker & timekeeper

❏ Identify volunteers for recognition

❏ Plan for refreshments

❏ Bring AFS materials & signage

❏ Print & email finalized agenda

❏ Consider a guest speaker