

Sample Checklist for Advisory Board Meeting Planning

Task	Deadline	Person Responsible	√	Method or Technology	Notes
Meeting date, time, and location scheduled					
“Save the Date” notice sent out;					
Agenda developed – review template for required documentation					
Send letter to expected participant list to confirm attendance, distribute agenda, and provide directions to meeting, including campus map and parking permit.					
Reminder notice sent, along with meeting objectives					
Send out materials to review in advance of meeting					
Room set up & technology ordered					
Review set-up checklist to ensure all items are completed					
Conduct telephone meeting invitations to maximize attendance					
Document your meeting using approved forms					
Send thank-you/follow-up letters to participants and non-participants, along with the Program Advisory Board Minutes					

Additional Suggestions:

- In the invitation, make it clear to employers that their participation will help us better meet their needs by providing highly skilled graduates. Also invite former or current students and those active in relevant clubs, etc. - making it clear to them that this is not a job fair, but an opportunity to provide program feedback from the student perspective and hear suggestions from career and industry folks to improve our educational offerings.
- Several days in advance of the meeting (minimally), send out a detailed agenda, and details on the entire curriculum that you want feedback on - both current curriculum and proposed curriculum - with questions we are hoping to get answered.
- Personal calls are also essential to increase the turnout rate. You may also get helpful responses from those who could not attend the meeting but could make valuable comments based on the materials sent out.