

NPHPSP Meeting Logistics Checklist

At least 3 months before meeting

- Identify public health system partners
 - Organize them by Essential Public Health Service
 - Estimate the number of attendees
 - Determine meeting room requirements (e.g. 1 large meeting room & 5 small breakout rooms for 1 day; 1 medium size room for 5 consecutive meetings)
- Identify date(s) that do not conflict with other important events
- Secure meeting space
- Send invitees a “Save the Date” notice
- Write a letter of invitation
 - Determine who should sign the letter (e.g. health director, health council members, board of health president, elected officials)
- Identify and invite speakers who will provide overview information
- Draft a meeting agenda
- E-mail and/or mail invitations and draft agenda and/or call invitees
- Post meeting information online

At least 2 months before meeting

- Identify facilitators and recorders
- Set up a meeting to train facilitators and recorders

At least 1 month before meeting

- Finalize agenda
- Follow-up with invitees that have not responded
- Train facilitators and recorders
- Prepare PowerPoint slides for orientation
- Determine final participant count
- Order food for meeting(s)
- Prepare meeting packets
 - Agenda
 - Participant list
 - PowerPoint slides
 - Meeting evaluation
 - Background information about NPHPSP
- Secure materials for meeting
 - AV
 - Laptops
 - Projector
 - Microphone

Table materials

- NPHPSP instruments
- Recorder's score sheet
- Glossary
- Voting cards
- List of response options
- Ground rules
- List of the 10 Essential Public Health Services
- Public health system "egg" diagram
- Facilitator's Guide
- Flipcharts
- Markers
- Pens
- Note pads

At least 1 week before meeting

- Make name badges and sign-in sheet
- Send a reminder E-mail to participants

1 day before meeting

- Confirm meeting room reservation
- Confirm food orders

Day of meeting

- Set up tables and chairs
- Set up projector and laptops
- Set up food
- Place meeting materials at tables
- Set up registration table
 - Meeting packets
 - Name tags
 - Sign-in sheet

After meeting

- Send out thank you E-mails
- Submit data results to PHF and receive report
- E-mail report to participants with details on next steps