

# CITE Regional Group Meeting Checklist

The checklist below will help you get organized and develop a timeline for your meetings. This is a guide and ultimately your group's leadership decides your processes.

1. Add event to the community calendar (Timeline: As soon as dates are confirmed)
  - **Note: If you have your dates for the year, it helps to add them in advance. Be sure to include a link to online registration or virtual meeting information.**
  - Guide: [How to add Events to the Community Calendar](#)
2. Coordinate a vendor (if applicable)
  - [List of vendors](#)
3. Create your RSVP form
  - Collect roundtable topics or discussion items from attendees
4. Send announcement to Online Community (Timeline: Two weeks before, or earlier)
  - [List of Online Community email addresses](#)
5. Send reminder to Online Community (Timeline: One week to a few days before your meeting)
6. Send Calendar Invite (Timeline: As RSVPs come in, a few days prior, or automate if possible)
7. Send agenda to attendees (a few days before)

## Meeting Tips:

- Create a sign in form or save space on your agenda to collect attendee information
- Make your meeting collaborative! Take notes on a shared Google Doc and allow others to add to it
- If your meeting has a lot of participants, leverage the chat feature for introductions to save time
- Stay organized! Google folders have been created for each group. Use those folders to keep your leadership team and group organized

If you have questions or need additional support, don't hesitate to reach out to Touda Bentatou at [touda.bentatou@cite.org](mailto:touda.bentatou@cite.org).

**Make a copy of this checklist**