**Math Teachers’ Circle**

**Meeting Checklist**

**BEFORE THE MEETING**

*Before Each Term*

☐ Set meeting dates

☐ Invite session leaders

☐ Announce meeting details to participants

*2 Weeks Before*

☐ Make RSVP form

☐ Make flyer and other promotional materials

☐ Confirm details with session leaders

☐ Confirm details with meeting venue

☐ Update website & Facebook with meeting details

☐ E-mail participants

*1 Day Before*

☐ Remind participants

☐ Prepare agenda for leader meeting

☐ Gather sign-in sheets, handouts, name badges, signs, other materials

☐ Order food for pick-up/delivery

☐ Gather cups, plates, cutlery, etc.

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☐ **DAY OF THE MEETING**

*Before the Meeting*

☐ Arrive early

☐ Put up signs

☐ Set out sign-in sheets and name badges

☐ Set up food at venue

☐ Meet with leadership team 30 minutes before participants arrive

*During the Meeting*

☐ Start MTC meeting with updates & news

☐ Introduce leadership team, session leaders

☐ Ask participants to introduce themselves

☐ Distribute materials and handouts

☐ Reflect on problem-solving experiences

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☐ **AFTER THE MEETING**

*Immediately after*

☐ Clean up meeting venue

☐ Save or discard extra food

☐ Take down signs

☐ Shut down all equipment

*The Next Day*

☐ Upload documentation from meeting

☐ Send thank you/follow up e-mail to session leader

☐ Send thank you/follow up e-mail to participants

☐ Update participant records

☐ Authorize stipend for session leader

☐ Arrange for professional development credit for participants

☐ Submit receipts for reimbursement for food and materials

☐ Update website and Facebook with meeting details

☐ Meet as leadership team to reflect

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