



Organizer’s Checklist for Effective Coalition Meetings

✓	Activity	Notes, Person(s) Responsible & Follow-up
	Set a regular schedule and location for meetings and circulate to coalition partners - Include meeting schedule in orientation packet for new members	
	Assign coalition partners to report on key parts of agenda for greater buy-in and listener interest	
	Circulate a meeting reminder 24-48 hours in advance	
	Establish goals of meeting in advance and share with membership when circulating meeting reminder	
	Develop a meeting agenda with times and roles and share with coalition chairs and subcommittee chairs 3 days before meeting for their changes and approval	
	Plan for onsite help for room set-up and post meeting clean-up - “staff” should arrive early!	
	Circulate a sign-in sheet to gather record of meeting participants	
	Secure an LCD projector AND laptop if needed	
	Secure ASL interpreter or translator services if needed	
	Get healthy refreshments (preferably donated)	
	Nametags	
	Pens (for sign-in sheet)	
	Markers (for nametags)	
	Flip chart or chalk board for capturing action steps	
	Copy agenda and other materials and assemble participant packets	
	Designate a time-keeper	
	Task coalition chair or another participant with making sure that all members are given ample opportunity to be heard	
	Designate a competent note-taker to capture meeting minutes - key discussion points and action items	
	Circulate meeting minutes within 3 business days - highlighting assignments, key decisions and next steps	
	Other?	

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