

**The attached checklist (work breakdown structure) is particularly helpful in keeping track of who is going to do what for the general meeting.**

**This sample is dated, but the structure is still in use by the Great Lakes SPIN.**

## Great Lakes SPIN Monthly Meeting Task List

Task		Who	Prior to meeting	Description
1	Select a topic and speaker		Minimum of 3 months	The meeting liaison proposes a topic and the SC reviews and approves. A back-up plan should also be considered
2	Set meeting budget	SC	Minimum of 3 months	Set the working budget and expenses for the meeting
3	Select location	SC	2 months	Identify and select a meeting location with approval of SC
4	Update WEB	Webmaster	2 months	Update the WEB site to indicate the speaker, speaker bio, topic and meeting agenda
5	Speaker Bio		6 weeks	Request the bio of the speaker to be included in the meeting brochure, web page and advertisement
6	Select greeters		1 month	Greeters meet people at the entrance, make them feel comfortable and welcome, pass out any information or forms, get attendees to sign in and answer any questions. Also, watch for the speaker
7	Create brochure		1-2 months	Provide a brochure to the SC at the SC meeting the month prior to the planned general meeting.
8	SPAM		1 month	Set-up email groups to facilitate communication & send out e-mail to advertise the meeting. Include maps and the URLs in the message.
9	Respond to requests		On-going	Periodically check the GL-SPIN mailbox to address questions or concerns. Respond to requests for information from the potential attendees.
10	Compile responses		On-going	Keep a list of responses and estimate the potential number of attendees. Raise a concern to the SC if needed.
11	Advertising		1 month	Create any additional advertising as necessary, review plans with SC
12	Recognition of speaker plaque		1 month	Create/purchase certificate or plaque of appreciation for the speaker
13	Confirm meeting location and order food		1 month	Confirm the meeting location and order the food and refreshments for the meeting

Task		Who	Prior to meeting	Description
14	Speaker confirmation		2 weeks	Confirm with speaker. Identify any special requests for resources (overhead, PC projector, etc.)
16	SPAM reminder		1 week	Send out meeting reminders to the e-mail distribution list
17	Name tags		1 week	Purchase/prepare nametags for the meeting
18	Create signs and/or directions		1 week	Create any needed signs or directions needed at the meeting location
19	Sign-up Sheet		Prior to the meeting	Make copy of the sign-up sheet for attendees
20	Meeting evaluation form		Prior to the meeting	Create a meeting evaluation form to hand out to each attendee
21	Survey		Prior to the meeting	Create a survey form to hand out to each attendee (as needed)
22	Copy brochure (aka "Tri-fold")		Prior to meeting	Make copies of the meeting brochure
23	Arrange for food		Prior to meeting	Arrange for the pick-up or delivery of the food & refreshments for the meeting
24	Hand out certificate		Meeting	Hand out certificate of appreciation to the speaker at the end of the presentation
25	Copy of presentation		Meeting	Obtain a power point or PC compatible softcopy of the speaker's presentation
26	Update WEB site		1 week after meeting	Update WEB site with speaker's presentation.