



FCCLA Meetings Checklist

Purpose of Meeting: _____

PUBLICITY/MEMBER NOTIFICATION	Whose Job	By When	Completed
Provide members with notices/reminders.			
Place article about newsworthy speakers or activities in school or local newspapers.			
Place radio/TV spot for special out-of-class events.			
For an out-of-class chapter, members may also need to:			
▪ Notify school office of scheduled time for meeting.			
▪ Place notice about meeting in daily bulletin/memo to classrooms.			
▪ Make announcement about meeting over public address system.			
PROGRAM	Whose Job	By When	Completed
Plan program.			
Contact guest speaker(s).			
Remind guest speaker(s) in advance.			
MEETING SPACE AND EQUIPMENT	Whose Job	By When	Completed
Reserve space for out-of-class meeting.			
Set up room.			
Reserve podium/microphone/gavel if needed.			
Set up and check audiovisual equipment.			
AGENDA/RESOURCES	Whose Job	By When	Completed
Run copies of agenda.			
Prepare previous meeting's minutes.			
Prepare treasurer's report.			
Prepare committee reports (written copy for secretary).			
Order needed materials and supplies.			
Run copies of any handouts.			
HOSPITALITY	Whose Job	By When	Completed
Meet/greet members and guests.			
Plan icebreaker/recreational activity.			
Plan any after-meeting activities.			
FOLLOW-UP RESPONSIBILITIES	Whose Job	By When	Completed
Collect unused materials.			
Clean up.			
Return all equipment.			
Return meeting space to original condition.			
Write thank you notes to guest speakers.			