

## IFMA Meeting Checklist

- New Member orientation materials ready (if doing this month)
- Speaker guidelines sheet sent to speaker (speaker signed date: \_\_\_\_\_ )
- F&B Guarantee called in with #\_\_\_\_\_ Confirm menu (vegetarians?)
- Confirm room set up if needed
- Registration Check in list
- Nametags for meeting and nametag box
- Write on nametags
- Pens for Nametags
- Receipts for cash
- Credit card forms (if needed for walk ins)
- Change
- IFMA marketing materials, applications, brochures, posters, etc.
- Agenda for meeting \_\_\_\_\_ sent in advance to President\_\_\_\_\_
- Gifts for speakers/plaques (or check)
- AV requirements confirmed
- Camera
- Banner
- RSVP list sent to Membership chair (just so they know who is coming and can call some that are not!)

- \_\_\_ CFM Maintenance points credits sign in, eval sheets, etc.
- \_\_\_ Sponsor sign (annual and monthly event sponsor if there is one)
- \_\_\_ 50/50 raffle tickets, sign and basket