

## **Planning Checklist for meetings for people living with MND**

### **Invitations and reminder notices**

- Close to the time send out details of the event again via email, website and Facebook page confirming date time and place, and if applicable a tempting reminder of content eg speaker topic.

### **Setting up the venue**

- Make it easy to find – put up signs if necessary
- Ensure the room is a comfortable temperature.
- Arrange the table and chairs appropriately for attendees
- Help wheelchair users by ensuring space is allowed for them, avoid low coffee table and too many chairs
- Complete the Risk Assessment form

### **Meeting and greeting**

- Arrange for a couple of people within the Branch/Group to welcome people
- Introduce people to each other, also to any visiting staff and Association visitors

### **Keep it going**

- Encourage people to circulate and introduce themselves
- Ensure main meeting organiser helps make the links between one activity and another, such as introducing and thanking the speaker.
- Look out for opportunities to offer help and information during conversations.

### **Closing the meeting**

- Make a point of saying goodbye and thanking people for coming.

### **Afterwards**

- Send thank you emails or letters to those who attended
- Ensure follow-up contact is being made with any new members after their first visit
- Ensure any offers of help or information are followed through and actioned
- Do a 'write up' of the meeting for the Branch/Group newsletter, website, or Facebook.