

# PRACTICALLY PERFECT PA

THE ONLINE RESOURCE FOR EXECUTIVE AND PERSONAL ASSISTANTS

## Checklist for Meeting Planning

Tasks prior to the meeting	Y	N
Plan meeting date		
Book meeting room		
Send calendar invitation to Attendees: Time Location Agenda (attached or to follow) Attendees Supporting Documents (attached or to follow) Video/ Teleconferencing details		
Refreshments booked (water, teas & coffee, biscuits)		
Lunch booked (outside caterer or internal)		
Conferencing equipment booked		
Inform reception of guests		
Reminder in the diary to greet guests		
Create Agenda. Attach to invite or send to attendees via email		
Curate supporting papers. Attach to invite or send to attendees via email		
Schedule 10 minute debrief after meeting with Executive		

# **Complete Guide For The Meeting Planner**

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Gusti Lanang Made Parwita,I Komang  
Wiratama,Fransiska Moi,Komang  
Widhi Widantha,Elvira  
Septevany,Dewa Ayu Indah Cahya  
Dewi,Wayan Eny Mariani,Rifqi Nur  
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