

# Appendix A:

## Council Meeting Preparation Checklist

- Securely distribute the prior meeting minutes to all members for advance review.**
- Notify members about the meeting.**
  - Share details by text, email, social media, and phone. Consider sending notices at one week, three days, and 24 hours in advance.
- Plan the social or fraternal elements.**
  - Arrange for food and drinks.
  - Follow rules for social distancing, sanitization, and food handling.
- Plan for guests.**
  - Obtain council approval to invite non-Knights as guests.
  - Formally invite guests at least three weeks in advance.
  - Assign someone to greet and escort guests to the Grand Knight.
  - Observe protocol for dignitaries and allow time for them to speak.
- Prepare awards, especially for Knight and Family of the Month.**
  - Give recipients advance notice.
  - Consider inviting their families to attend.
- Determine agenda topics and allocate time for each.**
  - Review the content with presenters.
  - Avoid contentious items if guests will be present.
  - Do not exceed one hour of planned material.
- Organize presentation materials.**
  - If using presentation software, prepare the slide deck and view it beforehand.
- Familiarize yourself with the meeting script.**
- Appoint a technology expert to set up and run all electronic equipment and virtual elements of the meeting.**
  - Verify strong internet connectivity and test the platform for virtual attendees.
  - Assemble all necessary equipment in advance.
  - Determine optimal arrangements for lighting and sound.
- Direct the Warden to inventory and stage necessary equipment.**
  - This includes podium, tables, chairs, flags, banners, gavel, attendance sheet, medals of office, etc.
  - Also provide personal protective equipment (masks, gloves) and sanitizing supplies.
- Assemble necessary reference materials.**
  - This includes #10318- *The Guidelines of Conducting Council Meetings*, #1612- *Protocol Handbook*, #5093- *Leadership Resources, Charter, Constitution, and Laws of the Knights of Columbus*, Council Bylaws, programs materials, etc.