ParentCamp Meeting Checklist

- Meeting rooms
- Sign-in sheet
- Name tags and markers for tags
- Facilitators (can be greeter too)
- Room monitors (can be greeter too)
- Note-taker (if determined ahead of event)
- Refreshments and set-up
- Audio-visual equipment and set-up
- Attendee packet (agenda, About ParentCamps, topics for discussion, if already decided; meeting guidelines; evaluation sheet; follow-up contact information)
- Butcher paper and markers
- Scissors to cut butcher paper and masking tape to hold butcher paper to walls
- Adequate seating for attendees for open session and break-outs
- Computer for Twitter feed