ParentCamp Meeting Checklist

- o Meeting rooms

- o Sign-in sheet

- o Name tags and markers for tags

- o Facilitators (can be greeter too)

- o Room monitors (can be greeter too)

- o Note-taker (if determined ahead of event)

- o Refreshments and set-up

- o Audio-visual equipment and set up

- o Attendee packet (agenda, About ParentCamps, topics for discussion, if already decided; meeting guidelines; evaluation sheet; follow-up contact information)

- o Butcher paper and markers

- o Scissors to cut butcher paper and masking tape to hold butcher paper to walls

- o Adequate seating for attendees for open session and break-outs

- o Computer for Twitter feed