


LWVFNUC - MEETING CHECKLIST

Task		Notes
Location Reserved		
Location CONFIRMED		Do this 6 weeks in advance
Speaker Reserved		
Speaker Biography Received		
Speaker Outline Received		
Co-sponsorship?		
LWV sign & stand		
Volunteers committed		
Introduction Person		
3x5 card for questions distributor(s)		
Photographer		
Technical Needs		
PC?		
Projector?		
Sound system with Mike?		
Extension Cords?		
LWVFNUC Sign w/stand		
Publicity		
Fliers		
Voter		
Tri-City Patches		
Fremont Bulletin		
Tri-City Voice		
Facebook		
Web site		
e-tree		
Other group's newsletters		
others		
Membership		
Meeter/Greeters scheduled		
Sign in sheets ready		
Membership Literature		