

Orientation Meeting Checklist

- Set initiation date and location.
- Set orientation date and location.
- Send orientation invitations to eligible members.
- Promote the orientation meeting through flyers, radio, e-mails, etc.
- Prepare for the meeting:
 - Secure technology.
 - Prepare initiate forms.
 - Organize orientation materials: handouts, freebies, etc.
 - Set up sign-in sheet.
 - Make a decision on how to run the meeting: open or agenda format.
- Officers arrive early to set up.
 - Post directional signs.
 - Station members outside the door.
 - Set up table with orientation materials.
 - Ready the laptop and AV projector to run the *KDP 101* DVD.
- Thank potential members for attending and give them chapter contact information.

Optional:

- Provide refreshments.
- Hold a raffle with door prizes.
- Schedule an additional meeting at a specific time.
- Consider requiring attendance at one of the general member meetings.