



Kickoff Meeting *Checklist*



Meeting Location:

Meeting Date:

Planning Phase	Status
Prepare agenda and assign roles (see implementation)	
Prepare meeting materials and handouts	
Promote meeting with notifications and poster	
Implementation Phase	Status
Welcome	
Introductions	
SkillsUSA opportunities overview	
Question and Answer	
Evaluation Phase	Status
Reflect and gather feedback	
Follow-up with prospective members	

Additional Notes: