

## Stakeholder Meeting Planner

<b>Stakeholder/Advisory Committee:</b>				<b>Date:</b>		<b>Time:</b>		
<b>Location:</b>				<b>Address:</b>				
<b>Agenda Created</b>		<b>Posted to Website</b>		<b>e-mailed to Advisory Committee</b>		<b>Other</b>		
<b>Who/How will contact stakeholders:</b>								
<b>Global Caller</b>		<b>e-mail</b>		<b>Phone Calls</b>		<b>Website</b>		
<b>Facebook</b>		<b>Other</b>						
<b>Facilitator(s)</b>								
<b>Interpreter Needed</b>		<b>Spanish</b>			<b>Vietnamese</b>		<b>Other</b>	
<b>Yes</b>	<b>No</b>	<b>Name of Interpreter</b>			<b>Name of Interpreter</b>		<b>Name of Interpreter</b>	
<b>Technology Provided</b>		<b>LCD Projector</b>	<b>Computer/Laptop</b>	<b>Speakers</b>	<b>Document Reader</b>	<b>Microphone</b>	<b>Screen</b>	<b>Clicker</b>
<b>Supplies Needed</b>		<b>Sign In Sheet</b>	<b>Easel Pad Post Its</b>	<b>Easel</b>	<b>Markers</b>	<b>Post It Notes</b>	<b>Pens/Pencils</b>	<b>Table Tents</b>
<b>Hand Outs and Number Needed</b>		<b>Needs Assessment</b>	<b>Charts</b>	<b>Graphs</b>	<b>Spreadsheets</b>	<b>Dashboards</b>	<b>Activity Sheets</b>	<b>Other</b>
<b>Recorder /Minutes</b>		<b>Name:</b>						
<b>Refreshments</b>		<b>Who will arrange:</b>		<b>Coffee</b>	<b>Water</b>	<b>Juice</b>	<b>Other</b>	