## At Previous Meeting / 1-2 Weeks Out

* VP of Education should collect roles for the next meeting & post them to Easy Speak
	+ If this isn’t done within 48 hours of the meeting, contact them
* Pick theme & post to Easy Speak site
	+ Add meeting notes to “pre-sell” the meeting
* Reach out early to find out who will attend and who will be absent
	+ Update Easy Speak as needed
	+ Email, call, text…
* Get introductions from speakers
	+ Speech title, time, project title, objectives
	+ Special requirements (A/V, room setup)
	+ Context, credibility, content
* Plot out your theme moments
	+ Activities, Anecdotes
	+ Clarity, simplicity, brevity, humanity
	+ Props, decorations, worksheets
	+ Introduction and four “gaps”:
1. After you are introduced, before introducing roles
2. After introducing roles, before introducing speakers
3. After speakers are done, before Table Topics
4. After Table Topics, before General Evaluator
5. After Evaluation, before returning to Presiding Officer
* Names & pronunciation
* Understand the meeting flow – use cheat sheet if necessary

## One Day to One Hour before the Meeting

* Final agenda check
	+ Attendance
	+ Roles
	+ Introductions
* Print agendas

## At Meeting

* Check over attendance
	+ Make substitutions at opening as necessary
* Picard leadership principle – Take command, open strong, keep energy up
	+ Lead applause
	+ Control speaking area / perform handoffs
	+ Follow speakers, Table Topics, and GE with commentary
* Follow the flow of the meeting
	+ Insert your theme at “gap spots”