

Meeting Invitation Checklist

Elements of a good invitation

(Including the Who, What, Where, When, Why and How.)

- A clear and compelling subject line
- What's the purpose of the meeting
- Why they were invited
 - To be informed
 - To brainstorm
 - To plan
 - To report out
 - To learn
 - To meet new people
 - To collaborate
 - To create
 - To solve a problem
 - To make a decision
 - To share complex or bad news
 - To launch a project or plan
 - To celebrate or honor
- Who else is invited, and why (if possible)
- What they need to prepare (read, create or think about)
- Where and when the meeting will take place
- An attached agenda