

Facilitation Preparation Checklist

Consideration of the following prompt questions may assist you to prepare to facilitate a meeting, planning workshop or training session.



Prompt question	Yes/No/NA	Action needed
Are you clear on the overall purpose of this facilitated session?		
Are all participants clear on the purpose of this session?		
Are there specific objectives within the purpose of the meeting? Are they necessary? Are they understood by all?		
Do participants need more information in advance to engage effectively?		
Is there sufficient time for this information to be absorbed?		
Is there a formal agenda? (Whose agenda is it really?)		
Is there sufficient time to address the complete agenda?		
Are you clear what outcome/evidence is needed for this meeting to be regarded as successful?		
Is the venue suitable for the meeting purpose? (If not, what are the alternatives?)		
Is the venue booked?		
Is it clear to all when the session is to start and finish?		
Will refreshments be made available? Are they needed?		
Are housekeeping details known? (such as building access/security, exits, toilets, smoking areas, timing of breaks)		

Please note: these resources are a compilation of our individual and research. Every effort has been made to reference resources. Please notify Community Waikato should you identify any referencing omissions.