

**CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION**  
**CHAPTER MEETING HOSTING & PREPARATION GUIDELINES**  
**CHECKLIST**

**PROCEDURES.** Please read the "Guidelines." Complete this Checklist in planning for and hosting a Chapter Meeting. Be sure to ask the President-Elect for assistance as necessary.

**Preliminary (Complete 30 – 60 days prior to meeting)**

- 1. Discuss meeting location ideas with Pres.-Elect prior to scheduling.
- 2. Review presentation topic options or suggest possibilities with Pres.-Elect
- 3. Select and coordinate a tentative meeting date with Pres.-Elect

**Meeting Location/Program Planning (Complete 30 – 60 days prior to meeting)**

- 4a. Identify a suitable meeting location
  - Does the location have enough properly sized rooms?
  - Does the location have adequate parking? (free or validated)
  - Is food service available? (on-site or catered)
  - Is the meal within the target budget? (\$15-\$20 each)
  - Is an American flag available
  - Is a lectern available?
  - Is a screen available?
  - Is a public address system available?
- 4b. Identify speaker/program presentation
  - Is the topic of interest and applicable to CPRA?
  - Is the presenter available?
- 5 . Discuss meeting location and arrangements with Pres.-Elect
- 6a. Make location reservations for:
  - Executive Committee Meeting Room (15 persons)
  - General Membership Meeting (50 – 70 persons)
  - Frequency Coordination (25 persons)
  - Operations Committee (10 persons) (Optional)
  - Table for registration & sign in
  - Early Bird coffee & rolls service (15 persons)
  - Meal service for lunch (40 – 50 persons) [Menu choice tickets as necessary]
  - Equipment requirements as appropriate
- 6b. Confirm speaker/program presentation
  - Identify A/V requirements
  - Identify any additional presenters
- 7. Confirm overall meeting/program arrangements with the Pres.-Elect

**Meeting Announcements (Complete 30 days prior to meeting)**

- 8. Submit meeting/program announcements
- Provide all pertinent information to CommLink editor and the web master

**Meeting Final Preparations and Meeting Day (Complete 3 – 0 days prior)**

- 9. Final Preparations - verify arrangements
- Confirm meeting facilities
- Confirm speaker/program plans
- 10.Meeting Day – arrive early, verify arrangements, brief attendees as needed

\_\_\_\_\_  
 Meeting Host Signature