CHECKLIST

First Tech Meetup Organiser Checklist

- [ ] Write a one-sentence description of the subject and who the group is for
- [ ] Visit potential venues and confirm availability for the first three sessions
- [ ] Test the venue's equipment and Wi-Fi before the first attendees arrive
- [ ] Greet people at the door and keep introductions brief
- [ ] Start and finish on time according to the published schedule
- [ ] Ask attendees what worked and what could improve after the second session
- [ ] Promote each event through the same channels at least two weeks ahead