

## **SGD-8. SMALL GROUP DISCUSSION PLANNER**

- **Planned Room Layout?**
- **Room Reserved?**
- **Agenda prepared?**
- **Meeting notice sent?**
- **Verified number of participants?**
- **Checked on equipment? Tables? Chairs?**
- **Prepared Handouts? (if any)**
- **Checked on light and temperature controls?**
- **Have extra markers, pens, paper?**
- **Need extension cord?**
- **Have your slides? (if using any) and Projector?  
Extra bulbs? VCR? Video? Screen?**
- **Flipcharts?**
- **Planned refreshments? Breaks?**
- **Double checked plans with the Sponsor?**

