**Meeting Preparation Guide**

If your agency is preparing to host a meeting to conduct official state business, this list serves as a benchmark to help ensure state policies and procedures are adhered to during planning.

**General Questions**

1. What is the purpose of the meeting?
2. Can the agency absorb all costs associated with the event?
3. Do you have a written Coffee and Light Refreshments policy?
4. Do you have a written Meals with Meetings policy?
5. Is the event provided by another state agency at a lower cost?

**Location Considerations**

1. What city will the meeting be held?
2. Are there state facilities available? *If so, who do I contact, and when?*
3. If state facilities are not sufficient for the meeting, has prior approval and justification for an alternative location been received?
4. If no state facilities are available, will the rental facility or hotel where the attendees are staying give the agency a free or reduced rate on a conference room? *What does their cancellation policy look like, in case of unexpected itinerary changes?*

**Attendee Arrangements**

1. Who? (Agency staff, commissioners, presenters, public)
2. How many?
3. Will they require overnight lodging?
4. What is the maximum amount allowable per person per night?
5. How will they get there? (Airplane, personal vehicle, or rental car)
6. Will guest speakers be present?
7. Will the agency have to pay the guest speaker(s)?
8. Will you need to prepare a contract for the guest speaker(s)?

**Food Assessment**

1. Can the agency pay for all the attendees’ meals?
2. What is the maximum amount allowable per-diem per person?
3. How many meals are being provided?
4. Who will receive these meals?
5. Are you planning to serve light refreshments to all attendees?
6. Will the agency staff be eligible for the meal?
7. Did you document the request and prior approval for coffee/light refreshments and/or meals?