

## **End of Meeting Checklist for Mobilisers**

### **At the End (but during) the Meeting**

- Check what groups have come out of the meeting
  - Who is/are the liaison person(s)?
  - Have they signed the Statement of Support (if applicable)?
  - Have they filled in the Questionnaire?
  - What are their future training needs?
  - What is their strategy for mobilising their 100 plus supporters plus any demonstrators?
  - What is the time- line for their next steps?
  
- Contacts sheet (of all participants) that may need to be shared with the liaison person
  
- Have you handed out the Resource Packs and any hand- outs?
  
- Have any ideas come out of the meeting of other groups to contact and can anyone there help to get these other meetings together – have you got their contact details?

### **After the Meeting**

- Meet with liaisons if appropriate to check- in/discuss next steps
  
- Send feedback to Training and Mobilising Working Group
  
  
- Evaluate how it went with co- facilitators