# General Body Meeting Checklist

## 10 Days Prior to Meeting

[Post MinerNET Advertisement](Communications/Meeting%20Advertisements/Template/Minernet/Minernet%20080908.pptx)

[Create facebook event](http://www.facebook.com/inbox/?ref=mb#/editevent.php?gid=23742692871)

Corporate Visit Verification

7 Days Prior to Meeting

Finalize/Distribute Agenda

[Send eConnection Request](http://studentlife.mst.edu/econnection/student.html)

Send [Announcement](Communications/Meeting%20Advertisements/Template/Flyers/email.docx) over NSBE List-Server

Request SDP [Announcement](file:///S%3A%5CExceutive%20Board%5CSecretary%5CCommunications%5CMeeting%20Advertisements%5CTemplate%5CFlyers%5Cemail.docx)

3 Days Prior to Meeting

Send reminder message on facebook

Send [reminder](file:///S%3A%5CExceutive%20Board%5CSecretary%5CCommunications%5CMeeting%20Advertisements%5CTemplate%5CFlyers%5Cemail.docx) email over NSBE List-Server

## Day of Meeting

Send reminder message on facebook

Send [reminder](file:///S%3A%5CExceutive%20Board%5CSecretary%5CCommunications%5CMeeting%20Advertisements%5CTemplate%5CFlyers%5Cemail.docx) email over List-Server

Send reminder text messages

Reminder word of mouth

1 Day following Meeting

Send Minutes

Send Action Items

Send Follow up Survey

Send corporate contact info to paid members (if applicable)

## 2 Days following Meeting

Post Presentation online (if applicable)

Post Agenda online

Post Minutes online