|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Soldier and Family Readiness Group Monthly Meeting** | | | | | | | | | | | | | | | | | |
| Facilitator and Contact Number | | | | | | | | |  | | | | | | | | |
| Date: | |  | | | | | | Time: | | |  | | Location: | | |  | |
| Meeting Topic: | | | |  | | | | | | | | | | | | | |
| Facilities Contact: | | | | |  | | | | | | | | | | | | |
| Equipment Needed: | | | | | | |  | | | | | | | | | | |
| Childcare Contact: | | | | | |  | | | | | | | | | | | |
| Food and Beverage: | | |  | | | | | | | | | | | | | | |
| RSVP: | | | Adult: | |  | | | | | Children 0-4: | | | | |  | Youth 5+: |  |
| Special Needs: | | | | | | | | | | | | | | | | | |
| Notes | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Checklist | | | | | | | | | | | | | | | | | |
| **Pre Meeting** | | | | | | | | | | | | **Supplies for Meeting** | | | | | |
|  | Command Authorization to hold event | | | | | | | | | | |  | | Name Tags | | | |
|  | Date and Time Confirmed | | | | | | | | | | |  | | Pens | | | |
|  | Meeting location reserved | | | | | | | | | | |  | | Notepads | | | |
|  | Involved presenters notified with clear expectations | | | | | | | | | | |  | |  | | | |
|  | Invite Families (BCC Line) | | | | | | | | | | | **Post Meeting** | | | | | |
|  | Key Contacts remind Families | | | | | | | | | | |  | | Follow up on any questions/concerns | | | |
|  | Contact Speaker | | | | | | | | | | |  | | Conduct After Action Review with SFRG Team | | | |
|  |  | | | | | | | | | | |  | | Thank You cards sent to necessary parties | | | |
| **Week Before Meeting** | | | | | | | | | | | |  | | | | | |
|  | Confirm Childcare | | | | | | | | | | | **Action items to be filed in SFRG Binder** | | | | | |
|  | Confirm Speaker | | | | | | | | | | |  | | Commander authorized meeting | | | |
|  | Confirm Location | | | | | | | | | | |  | | Purchase request form with receipts | | | |
|  | Send reminder to Families (BCC) | | | | | | | | | | |  | |  | | | |
|  | | | | | | | | | | | |  | | | | | |
| **Resources for Meeting** | | | | | | | | | | | |  | |  | | | |
|  | Speaker Handouts | | | | | | | | | | |  | |  | | | |
|  | Sign in Sheet | | | | | | | | | | |  | |  | | | |
|  | Evaluation Sheet | | | | | | | | | | |  | |  | | | |