

**General Interest Meeting - Checklist**

I. Before General Interest Meeting

1. Schedule Date, Time and Location for General Interest Meeting [NOTE: We suggest holding the meeting at least 2 weeks prior to your Two Dollar Challenge.]

2. Prepare and Print out “General Interest Meeting – Script”

3. Create “Two Dollar Challenge Application” on Google Forms (see TDC - Application)

4. Make copies of TDC Rules and Code of Conduct (see TDC - Rules and Code of Conduct)

5. Make copies of TDC - Sign Up (see TDC - Sign-Up Sheet)

6. Prepare and make copies of TDC-Schedule (see TDC - Schedule)

 A. We have a template schedule for your convenience; however, we encourage you to create and design your own schedule including the types of events you want participants to share in.

7. Prepare Materials

 A. Clipboard (4)

 B. Pens (4)

 C. Copies

 i. TDC - Rules and Code of Conduct (?)

 ii. TDC - Sign-Up Sheets (3)

 iii. Script for Meeting (1)

 iv. TDC - Schedule (?)

8. Execute General Interest Meeting

II. After General Interest Meeting

1. Use “TDC-Sign Up Sheet” to create/add to your “TDC- Email Distribution List”

2. Send “TDC-Application” to prospective participants via email and thank them for attending.