

Meeting Preparation Checklist

Step 1—Plan and Promote Meeting

- Select a date and time for your initial training meeting, preferably during REALTOR® Safety Week (September 12–18, 2004). You may need to hold multiple meetings to accommodate the schedules of all members.
- Develop an agenda; we've included a sample to get you started ("REALTOR® Safety Meeting Agenda").
- Review the suggested presentation and handouts ("REALTOR® Safety at Work, at Home, on the Road"). Make changes as appropriate for your Association.
- Locate the Microsoft® PowerPoint® safety slide presentation on the enclosed CD-ROM if you wish to use this medium to enhance your presentation.
- Send e-mail reminders a week or two before each meeting.
- Order light refreshments a few days before the meeting.
- Confirm that the meeting room is reserved for the time of your meeting.

Step 2—Review and Update Current Policies—For Brokers

- Before holding your first training session, review and update safety policies currently in place for your office. You may want to expand them to include guidelines related to safety at home and on the road.
- Use the REALTOR® Office Safety Action Plan Worksheet to guide you through this process.

Step 3—Prepare for Presentation

- Before the scheduled meeting, conduct a "dress rehearsal" and give the presentation as you would during the actual training.
- Locate your copy of the video "Don't Be a Victim: Personal Safety for REALTORS®." You received a copy as part of last year's REALTOR® Safety Week Kit, and again this spring as part of the 2004 Member Orientation Kit. Additional copies can be ordered for \$12 each through Newcomb Marketing Solutions at 1-800-921-1221. (Item #V150-25).

- Locate your copy of the "Smart Drivers Talk Safely™" mobile phone safety video (included in this kit) from Nextel, a REALTOR VIP® Alliance Program partner and their vendor partner Televigation, Inc. Additional copies can be ordered for \$12 each through Newcomb Marketing Solutions at 1-800-921-1221. (Item #V150-75).
- If you wish, order enough "Top 10 REALTOR® Safety Tips" wallet cards to distribute to attendees. Copies of the cards are available in packs of 100 for \$10, from Newcomb Marketing Solutions at 1-800-921-1221. (Item #150-50).
- If you are planning on using any electronic equipment (VCR, overhead projector, computer with Internet connection), make sure it is operating properly.
- If you are using a flipchart, make sure you have enough blank paper pads and markers.
- Make enough copies of all handouts.

Step 4—Conduct Training

- On the scheduled day, assemble your members and make the presentation.
- Be sure to allow plenty of time for discussion, questions and feedback.
- Ensure that attendees have received all handouts.

Step 5—Follow Up

- Post safety information on your Association's Web site and in your newsletter.
- Make plans to follow up with individuals who were unable to attend the meeting.

REALTOR® Safety Week
2004

One week, for life.