National Convergence Technology Center

**BILT MEETING CHECKLIST**

*Done* *To Do*

☐ ☐ Determine which businesses, industries, agencies, non-profits, and universities should be added to your BILT.

☐ ☐ Establish specific expectations for your BILT.

☐ ☐ Decide on minimum BILT member commitments and options.

☐ ☐ Create your sales pitch.

☐ ☐ Contact potential BILT members and invite them to participate.

☐ ☐ Ensure you add one new BILT member per quarter to keep it fresh.

☐ ☐ Schedule your meeting and book a room.

☐ ☐ Six weeks out from your meeting, send a “Save the Date” notice.

☐ ☐ Send out invitations and track RSVPs.

☐ ☐ Plan simple meeting refreshments.

☐ ☐ Make conference call and/or webinar screen-sharing arrangements for those who cannot be there face-to-face.

☐ ☐ Prepare meetings handouts and/or presentations.

☐ ☐ At the meeting, thank the BILT for participating and go over any meeting guidelines.

☐ ☐ Have a plan for recognizing the BILT through media/press, letters, or certificates.

☐ ☐ Once a year, call each member to check in and get feedback.  You need to know what’s in it for them.