SOP Template: Issuance of Formal Meeting Invitation and Calendar Event

This SOP details the process for the **issuance of formal meeting invitations and calendar events**, ensuring clear communication and proper scheduling. It covers drafting professional invitations, selecting appropriate recipients, specifying meeting objectives, date, time, and venue, and sending calendar invites through digital platforms. The procedure aims to streamline meeting coordination, enhance attendance, and maintain organized records of all meeting schedules.

1. Purpose

To establish a standardized process for issuing formal meeting invitations and calendar events to ensure effective communication and efficient meeting scheduling.

2. Scope

This procedure applies to **all staff** involved in organizing, scheduling, and coordinating meetings within the organization.

3. Responsibilities

- **Meeting Organizer:** Responsible for drafting, reviewing, and distributing invitations and calendar events.
- **Recipients:** Responsible for acknowledging receipt and confirming attendance.
- **Admin/Support Staff (if applicable):** Assist in coordination and documentation.

4. Procedure

1. **Determine Meeting Details**
   - Define the **objectives** of the meeting.
   - Select a suitable **date, time,** and **venue** (physical or virtual).
2. **Identify Participants**
   - List all individuals who should be invited based on meeting objectives and roles.
3. **Draft Formal Invitation**
   - Include the following elements in the invitation:
     - Subject/Title of meeting
     - Meeting objectives
     - Date and time
     - Venue/location or virtual meeting link
     - Agenda (if available)
     - Expected duration
     - RSVP instructions
   - Use a clear, professional tone.
4. **Send Calendar Event**
   - Create a calendar event using the organization's digital platform (e.g., Outlook, Google Calendar).
   - Add all recipients in the "Invitees" or "Participants" field.
   - Attach the agenda and relevant documents as needed.
   - Double-check details before sending.
5. **Confirmation and Tracking**
   - Monitor RSVPs and address any issues or questions.
   - Update the calendar event or invite list if changes are required.
   - Maintain records of all invitations and responses for reference.

5. Documentation and Records

- Store copies of invitations and calendar events in a designated folder (physical/electronic).
- Maintain attendance logs for record-keeping and future reference.

6. Review and Revision

- This SOP shall be reviewed annually or as needed to ensure its effectiveness and alignment with organizational

practices.

7. References

- Organization Communication Policy
- Digital Calendar User Guides (e.g., Outlook, Google Calendar)