

SOP Template: Checklist for Pre-Meeting Material Distribution

This SOP defines the process for the **checklist for pre-meeting material distribution**, ensuring all necessary documents and resources are prepared, reviewed, and distributed to participants ahead of scheduled meetings. It includes steps for verifying material completeness, timely delivery methods, and confirmation of receipt to facilitate effective and productive meetings.

1. Purpose

To provide a standardized checklist ensuring all pre-meeting materials are properly prepared, reviewed, and distributed to all participants in a timely manner.

2. Scope

This SOP applies to all individuals responsible for organizing and facilitating meetings within the organization.

3. Responsibilities

- **Meeting Organizer:** Oversees the preparation, review, and distribution of materials.
- **Presenters/Contributors:** Submit required documents by the specified deadline.
- **Recipients:** Confirm receipt of materials and review them prior to the meeting.

4. Pre-Meeting Material Distribution Checklist

Step	Description	Responsible	Complete (Y/N)
1	Identify and list all required pre-meeting materials (agenda, presentations, reports, etc.)	Meeting Organizer	
2	Request materials from contributors with clear submission deadlines	Meeting Organizer	
3	Collect all materials by the set deadline	Meeting Organizer	
4	Review materials for completeness and relevance	Meeting Organizer	
5	Format materials as required and compile into a distribution package	Meeting Organizer	
6	Select distribution method (email, shared drive, collaboration platform, etc.)	Meeting Organizer	
7	Distribute materials to all meeting participants at least [X] days before the meeting	Meeting Organizer	
8	Request and document receipt confirmation from participants	Meeting Organizer	
9	Follow up with participants who have not confirmed receipt or who encounter access issues	Meeting Organizer	
10	Store all distributed materials in a central, accessible location for reference	Meeting Organizer	

5. Documentation and Records

- Keep records of distributed materials, confirmation receipts, and relevant communications.
- Maintain documentation per organizational retention policies.

6. Review and Improvement

- Regularly review this SOP and checklist for effectiveness and update as needed based on feedback from meeting participants.

7. Appendix: Example Confirmation Template

Subject: Confirmation of Receipt " [Meeting Name/Date]

Dear [Participant Name],

This is to confirm that you have received the pre-meeting materials for [Meeting Name] scheduled on [Date]. Please reply to this email to acknowledge receipt and advise if you experience any access issues.

Thank you,

[Meeting Organizer Name]