

## Create a Welcoming Environment for Every Meeting

*The meeting begins when the first person arrives.*

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### WOW Factor Meeting Evaluation

#### WELCOMING ♦ ORGANIZED ♦ WARM

Evaluation of \_\_\_\_\_ Meeting

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

**Rate the WOW Factor for each item below on a scale of 1 to 5.**

- 1 = Utter failure!
- 2 = Did NOT meet expectations
- 3 = Met some expectations
- 4 = Met expectations
- 5 = Exceeded expectations

#### WELCOMING

- \_\_\_\_\_ Meeting room was ready 15 minutes before start time.
- \_\_\_\_\_ Meeting facilitator was prepared and relaxed, ready to greet the first person who arrived.
- \_\_\_\_\_ Meeting participants were encouraged to get acquainted and converse with each other.
- \_\_\_\_\_ Guests or new participants were welcomed into the pre-meeting circles of conversation.

#### ORGANIZED

- \_\_\_\_\_ The agenda, meeting purpose and anticipated outcomes of the meeting were distributed at least 1 to 7 days in advance of the meeting to every participant.
- \_\_\_\_\_ The meeting agenda was distributed or posted on a flipchart, whiteboard or PowerPoint.
- \_\_\_\_\_ The agenda included a time budget for each topic.
- \_\_\_\_\_ The presenters were well-prepared and any materials distributed were helpful.
- \_\_\_\_\_ The assignments and next steps were agreed upon.
- \_\_\_\_\_ The meeting ended 5 minutes early.

#### WARM

- \_\_\_\_\_ Food and beverage presentation (if provided) was appropriate.
- \_\_\_\_\_ Prayer (if included) was meaningful and not routine.
- \_\_\_\_\_ Room temperature was acceptable.
- \_\_\_\_\_ Facilitator demonstrated warmth and wisdom in leading the meeting.
- \_\_\_\_\_ Participants demonstrated warmth and wisdom and engaged in the meeting.
- \_\_\_\_\_ Meeting room environment enhanced the meeting (tidiness, extra chairs removed, adequate lighting).