

## **Sample Annual Meeting Planning Checklist**

### **ANNUAL MEETING OF SHAREHOLDERS Planning Checklist**

#### Lobby Area Requirements:

- ☐ Shareholder lounge for 30 people
- ☐ Registration Area for 8 clerks and 2 supervisors and tables for shareholder list
- ☐ Customer service table for 2 representatives
- ☐ Press check-in for staff of 3 (part of Headquarters)
- ☐ Headquarter setup for staff of 8 with tables
- ☐ Shareholder services table for staff of 2

#### Shareholder Services Table Requirements:

- ☐ Computer—Internet connection and electrical outlet
- ☐ High tables
- ☐ Chairs for 2 staff members

#### Shareholder Materials to have at Facility:

- ☐ Annual Reports (200)
- ☐ Proxy statements (250)
- ☐ 10-Q (latest) (100)
- ☐ 10-K (100)
- ☐ ABC Company and The Community (200)
- ☐ Environmental Report (200)

#### Supplies to have at Headquarters:

- |                                                           |                                                                |
|-----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> High tables with 8 high chairs   | <input type="checkbox"/> Pencils (10 boxes)                    |
| <input type="checkbox"/> Writing pads (25)                | <input type="checkbox"/> Typing and copy paper (5 reams)       |
| <input type="checkbox"/> Telephone message pads (10)      | <input type="checkbox"/> Bottle of White-Out                   |
| <input type="checkbox"/> Stapler/staples                  | <input type="checkbox"/> File folders                          |
| <input type="checkbox"/> Staple remover                   | <input type="checkbox"/> Labels                                |
| <input type="checkbox"/> Paperclips (10 boxes)            | <input type="checkbox"/> Rubber bands (handful)                |
| <input type="checkbox"/> Pens                             | <input type="checkbox"/> Tape and dispenser                    |
| <input type="checkbox"/> Envelopes — big and regular size | <input type="checkbox"/> Scissors                              |
| <input type="checkbox"/> Clipboard                        | <input type="checkbox"/> 3-hole punch                          |
| <input type="checkbox"/> Felt pens                        | <input type="checkbox"/> Extra admission tickets               |
| <input type="checkbox"/> Corporate directory              | <input type="checkbox"/> Minutes from last year's meeting      |
| <input type="checkbox"/> Will-call box                    | <input type="checkbox"/> Gavel for podium                      |
| <input type="checkbox"/> Local phonebook                  | <input type="checkbox"/> Meeting packages for people on stage: |
| <input type="checkbox"/> Readmission tickets              | annual report, proxy statement and scratch paper               |

Registration Area Supply Requirements:

- |                                                                                      |                                                                                     |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Desktop/laptop computers with proper electrical outlets (8) | <input type="checkbox"/> Pens with company logo (32)                                |
| <input type="checkbox"/> Wooden desk trays (4, in boxes)                             | <input type="checkbox"/> Blank proxy cards (500)                                    |
| <input type="checkbox"/> Paperclips (4 boxes)                                        | <input type="checkbox"/> Ballots (200)                                              |
| <input type="checkbox"/> Rubber bands (1 box)                                        | <input type="checkbox"/> Shareholder tickets (500)                                  |
| <input type="checkbox"/> Stapler and staples                                         | <input type="checkbox"/> Guest tickets (100)                                        |
| <input type="checkbox"/> Tape dispensers with tape (4)                               | <input type="checkbox"/> Low table and chair setup for 8 clerks and two supervisors |
| <input type="checkbox"/> Staple removers (4)                                         | <input type="checkbox"/> High tables behind clerks for shareholder list             |
| <input type="checkbox"/> Scratch pads (8)                                            |                                                                                     |
| <input type="checkbox"/> Wastebasket                                                 |                                                                                     |

Shareholder Lounge Requirements:

- ☐ Comfortable seating for 30 people (either couches or chairs)

Tabulation Room Requirements:

- |                                                                        |                                                                                      |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Table and chairs for 5 people                 | <input type="checkbox"/> Telephone                                                   |
| <input type="checkbox"/> Fax machine                                   | <input type="checkbox"/> Computer and Internet connection                            |
| <input type="checkbox"/> Electrical outlet for calculator and computer | <input type="checkbox"/> Draped off area for shareholder viewing of shareholder list |

Press Briefing Room (for use before the meeting):

- ☐ Podium with ABC logo  
☐ Microphone  
☐ Chairs setup for 20 reporters (20)

Security Briefing Room Requirements:

- ☐ Chairs setup for 40 people  
☐ Projector  
☐ Table setup for coffee and rolls

Security Staffing Room:

- ☐ Table and chairs setup for 10 people  
☐ Electrical outlets  
☐ Telephone  
☐ Coat racks for hosts and other meeting staff

Director Assembly Room:

- ☐ Chairs setup for 18 people  
☐ Water and glasses for 18 people

Directors' Staff Room:

- \_\_\_ Table and chairs setup for 2 staff people
- \_\_\_ Two telephones

Teleprompter/Scrabble Board Room:

- \_\_\_ Tables
- \_\_\_ Electrical outlets
- \_\_\_ Internet connection

Alternate Backup Facility:

(This is the auditorium at Subsidiary #1 headquarters.)

- \_\_\_ Podium with ABC logo
- \_\_\_ Microphone
- \_\_\_ Tables and microphones for people on stage
- \_\_\_ Seating space for 250 people

Reserved Seating Requirements in General Assembly Room:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| ___ Press (25 seats)             | ___ Host (25)                      |
| ___ Board of Directors (18)      | ___ Arbiters/Legal Staff (2)       |
| ___ Subsidiary #1 Directors (24) | ___ Security (20)                  |
| ___ External Auditors (4)        | ___ Reserved Seating (20)          |
| ___ Managing Committee (7)       | ___ Inspectors of Election (2)     |
| ___ Director Aides (15)          | ___ Sign Language Interpreters (2) |

Arrange for:

- |                                               |                                                                        |
|-----------------------------------------------|------------------------------------------------------------------------|
| ___ Transcriptionist                          | ___ Shareholder list to be on site ten days before the meeting         |
| ___ Ambulance standby                         | ___ Director transportation                                            |
| ___ Hospital emergency room admission         | ___ Parking validation for shareholders                                |
| ___ Coat check person                         | ___ Preparation of telephone referral cards for staff, directors, etc. |
| ___ Inspector of election                     | ___ Rehearsals day before the meeting                                  |
| ___ Photographer                              | ___ Circuit walkie-talkies for use on meeting day (10)                 |
| ___ Sign language interpreters                | ___ Determine necessary signage and its preparation                    |
| ___ Spanish translator                        |                                                                        |
| ___ Backup facility in case of an emergency   |                                                                        |
| ___ Hearing devices or other ADA arrangements |                                                                        |

Recruit staff for:

\_\_\_ Hosts (20)  
\_\_\_ Director Aides (15)  
\_\_\_ Registration Staff (8)  
\_\_\_ Arbiters (2)

\_\_\_ Arresting Attorney or other Officer  
\_\_\_ Welcoming Committee (5)  
\_\_\_ Headquarters (5)