

Session Title _____ Date: _____

Before the Meeting:

- Set learner outcomes
- Confirm session details with speaker, including information needed for introduction and handouts
- Promote meeting in various ways: online event calendars, newsletter, flyers, social media, pulmonary offices, pulmonary rehabilitation programs, local assisted living communities, senior centers, and share information with current members
- Download, print, and bring copies of the meeting forms from the [Better Breathers Club Facilitator Resource Center](#), **Username:** bbclub, **Password:** Resources
 - Agenda
 - Evaluation Form
 - Attendance Form
 - New Member Information Form
- Arrange for light refreshments
- Gather props as needed
- Bring name tags
- Order, set up, and test A/V equipment
- Arrange room, set up, parking, wheelchairs, oxygen as needed
- Other items _____
- Note any group business to discuss: _____

After the Meeting:

- Write a thank you note to the speaker
- Review evaluation feedback forms and share with speaker
- Send copies of the New Member Information Forms to your American Lung Association contact or BetterBreathersClub@lung.org