

NETWORKING MEETING - PRE MEETING CHECKLIST

Created by Mark Richards

YOUR NETWORK CONTACT & MEETING OBJECTIVE

Contact Name: _____	Company: _____
What is your objective for the meeting?	
- What you will do _____	
- What they can do _____	

PRE-MEETING ITEMS

Meeting Date/Time: _____	Location: _____	
Meeting Confirmation Items	Sent confirmation e-mail (Date, Time, Location) _____ Included Targeted Role Summary _____ Provided Mobile Phone number _____ Have Contact Mobile Phone Number _____	Check the completed items _____ _____ _____

YOUR REFERRAL

Referral Name: _____	Company: _____
<u>Why did they provide this specific contact to you?</u>	
Link to Target Companies: _____	_____
Link to Specific Contact(s) _____	_____
Other Networking Contacts _____	_____

NETWORKING CONTACT - BUSINESS & INTERESTS

What is your contact's business?	_____		
Other areas of interest or accomplishments	1) _____	3) _____	
	2) _____	4) _____	
Resources checked for background	LinkedIn _____ Professional Association _____ Corporate website _____	Other (Personal) _____	

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NETWORKING CONTACT - OTHER CONNECTIONS

Other connections to networking contact

- Fellow colleagues
- Associations/Groups
- College/Grad
- Employers

80% RULE - WHAT YOU CAN DO

How can you help with their business?

Possible connections

Name

Reason for connecting

- 1)
- 2)
- 3)
- 4)

POST MEETING

Is there a follow-up meeting?

Purpose:

Date/Time:

Date of meeting or to follow-up

Your follow-up actions:

- 1) _____
- 2) _____
- 3) _____

- 3) _____
- 4) _____
- 5) _____

Networking Contact follow-up actions:

- 1) _____
- 2) _____
- 3) _____

- 3) _____
- 4) _____
- 5) _____

Optional: Observations/Thoughts for improvement

- 1) _____
- 2) _____
- 3) _____