

SIGN UPS FOR VIRTUAL MEETINGS

Having sign ups for a virtual meeting is crucial because it allows you to plan on who is there and what the activity should be. You can send out a survey such as Google Form or Survey Monkey for members to fill out. Including questions like whether or not they plan to attend, what they want to see at the meeting, and what they hope to gain from a meeting can be helpful for a successful meeting. A survey can also be used to get information like emails from members, so you can send them reminder to come to the meeting and communicate with them. Be sure to send out the meeting sign-up many times and populate it on your social media, or in an email so members know when meetings are scheduled!



www.iowasafeschools.org
Questions about this resource?
Email: gsas@iowasafeschools.org
[@iowasafeschools](https://twitter.com/iowasafeschools)

