



How well achieved

Very well

Fairly well

Poorly

Does it make possible alternate solutions by individuals?.....

V. SETTING THE TIME FOR THE MEETING

Has the state of public opinion reached the stage when your meeting will have its maximum chance of success?.....

Is it timely in respect to competition (harvest, religious days, etc.)?.....

Is the hour such that people can attend?...

Is it timed right in relation to what has preceded it and what will follow?.....

VI. SELECTION OF MEETING PLACE

Is its status satisfactory?.....

Is the room reasonably comfortable?.....

Is it well located?.....

VII. ARRANGEMENT OF MEETING DETAILS

Are worthwhile activities planned for early comers and special situations?.....

Are periods of relaxation provided?.....

Are all distracting elements eliminated?...

Is environment consistent with topic or occasion?.....

Are physical conditions such as light, heat, ventilation, and accoustics taken care of?..

Is the way open for the audience to begin carrying out suggested activities in order to reach the goals?.....

VIII. GETTING AUDIENCE PARTICIPATION

Will members of the audience be recognized?.....

Do they know what is expected to be done at the meeting?.....

Will there be an opportunity for small groups to discuss questions?.....

Will there be a chance for the audience to "catch up" on material presented?.....

Will follow-up action involve all the people who are interested in the project?.....