Team Meeting Do’s & Don’ts

**DO...**

- **DO have a well-thought-out agenda – and then stick to it!**
  Make sure it is in writing and distributed to everyone in attendance.

- **DO limit your agenda topics so that they can be covered in an hour**
  This rule of thumb helps you to be considerate of people’s time, AND allows for other topics to be covered at the next meeting... a reason for folks to come back!

- **DO cover topics that are timely**
  Earlier meetings should focus on fundraising, the website and recruiting more teams, while later meetings switch to on-site logistics, on-site fundraising & activities, etc.

- **DO cover a MISSION-related topic at each meeting**
  Mission-related information reminds Team Captains WHY they Relay. You can incorporate the ACS mission into your meetings by inviting speakers to talk about a specific patient program, showing a brief video that highlights research or another aspect of ACS that people may not be familiar with, or even distributing an interesting article about cancer prevention or a recent discovery that brings us one step closer to a cure.

- **DO use VISUALS!**
  Bring props that show people examples of things you’re discussing. For example: a cancer fact sign, a team banner, a decorated luminaria bag, a sample of something someone is selling for a fundraiser, etc.

- **DO make it fun!**
  Remember that Team Meetings should reflect your Relay For Life event – fun & entertaining! Be sure to decorate for each meeting, play music as people arrive, have snacks & door prizes, if possible, and present the material in an upbeat manner. Team appreciation at each meeting also makes it fun for Team Captains to attend, so incorporate recognition into each agenda.

- **DO follow-up**
  Be sure to follow-up one-on-one with teams that did not attend and bring them up to speed on the information that was covered at the meeting. Also follow up with written information distributed to all teams in the form of meeting notes or minutes.
DON'T...

- DON'T wait until the day of your meeting to prepare for it
  Work with your staff partner and Event Chair to prepare the meeting agenda at least a few days in advance so you know what you’ll be discussing. At that time, you can also request any necessary supplies or materials from the ACS staff. Because staff are often out of the office & in their communities, it is typically difficult to field last-minute requests...

- DON'T make team meetings lecture-driven
  Give the participants opportunities to talk, share ideas & stories, and brainstorm.

- DON'T go off-topic
  Keep meetings on track by sticking to the agenda. If talk leads to another topic, table that discussion and put it in the “parking lot” to be discussed after the meeting, at the next meeting, or via a follow-up email to the group.

- DON'T forget your “Ground Rules”
  Ground Rules are just basic meeting “requests” made by the presenter to the attendees, and they include basic things that help the meeting run more smoothly for everyone involved. Be sure to post “Ground Rules” at each meeting. They might include:
  1. Please turn off cell phones
  2. Please refrain from texting during meeting
  3. Please share your ideas with us!
  4. Please ask questions!

- DON'T leave any questions unanswered
  Some Team Captains won’t ask questions in front of big groups, so be sure to provide other opportunities for them to submit questions. You can post your contact information at each meeting or include it on the agenda. You can also leave comment cards at each table for written questions. Or come up with your own creative way to address questions!

- DON'T forget to thank your teams
  You can never appreciate your teams too much, so always be sure to thank your teams for all their hard work and dedication to Relay!