

# Facilitation Engagement Preparation

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rosback

Name

Phone

Company

Why have you called this meeting? What's the catalyst?

What 2-3 questions do you wish to have answered by the end of the meeting?

Who and how many will be attendance? What contributions do you hope they will make?

What concerns do you have about the meeting resulting in a successful outcome?

Has the date been set?

YES

Date:

Location

NO

Please save your completed preparation form and email it to [katherine@katherinerosback.com](mailto:katherine@katherinerosback.com). If you wish to schedule a time now to review your needs, please use the following link. We look forward to talking with you!

**Schedule a  
Discussion Time**