**Mediation checklist**

*For personal use by the parties attending mediation*

**Mediation preparation - I have:**

* Read the VSBC document called *Guide to Mediation* ⬜
* Read the *Mediation Agreement* document ⬜
* Full authority to make decisions at the mediation ⬜
* Returned the signed authority form back to the VSBC  
  (with all persons attending the mediation listed on the form) ⬜
* Prepared a short statement to tell my side of the story ⬜
* Collected all relevant documents to bring to the mediation ⬜
* Considered/obtained legal or other professional advice ⬜
* Considered/obtained legal or other professional representation at the mediation ⬜
* Considered inviting a support person to attend the mediation ⬜
* Made my travel plans to get to the mediation venue on time ⬜

**Mediation strategy - I have considered:**

* What I would like to achieve at the mediation ⬜
* Possible ways of resolving the dispute ⬜
* What the other party would like to achieve at the mediation ⬜
* Possible compromises I can afford to accept ⬜
* The consequences of not reaching an agreement at the mediation ⬜

**Mediation fee:**

My mediation is held at the VSBC Office and I will pay the fee on the day of the mediation by:

* EFTPOS ⬜
* cheque ⬜
* cash ⬜

My mediation is not held at the VSBC Office and I have:

* contacted the VSBC to pay the fee by credit card over the phone ⬜
* sent a cheque for the amount of the fee to the VSBC in the mail ⬜

**Interpreter (if relevant)**

I need an interpreter and have asked the VSBC to arrange one to attend the mediation ⬜