



GENERIC MEETING LOGISTICS CHECKLIST

Facility/ Location

- Room needs: _____
- Accessibility needs: _____
- Parking: _____

Meeting Facility Requirements

- Number of people: _____
- Seating diagram (theater seating may work well for a lecture style presentation, consider also V-shape, boardroom, open boardroom, U-shape, and circle: _____
- Break out space; size, location: _____
- Windows – preference to see outside: _____
- Location for lectern, screen, and the projection table: _____
- Details on set-up time: _____
- Contact person & phone number: _____
- Lighting issues - will room darkening be an issue: _____

Audio Visual & Technology Requirements

Visual needs:

- TV _____
- Overhead projector _____

Computer:

- Computer _____
- LCD projector _____
- Screen _____
- Tech support _____
- Internet hook-up _____
- Power supply outlets (i.e. for laptops & projectors) _____

Presentation:

- Flip charts _____
- Chalk boards _____
- Easels _____
- White boards _____
- Lectern _____
- Microphone/lavalier _____

Audio needs:

- Microphone _____
- Speakerphone _____
- Boombox or music supply _____

Facilitator toolkit:

- Masking tape _____
- Markers _____
- Post-its _____
- Sign-in sheets _____
- Pens, pencils _____
- Name tags _____
- Laser pointer _____
- Scissors _____
- Electric extension cords _____
- Outlet strips _____
- Duct tape _____

Meeting readiness:

- Confirmation to attendees _____
- Pre-work _____
- Handouts _____
- Prepared flipcharts _____

Backup plans:

- Cancellation, illness, or lateness _____
- Weather _____
- Equipment failure _____
- Schedule changes _____

Food & Beverage:

- Meals _____
- Breaks _____
- Special dietary needs _____