

Checklist for Meeting Room

Room Requirements:

Room location: _____

Address: _____

Room number: _____

Room Reserved for (date/time): _____

Number of people attending: _____

Food service required:

- ☐ None
- ☐ Lunch
- ☐ Coffee/beverages only
- ☐ Continental breakfast
- ☐ Snack

Room set-up required:

- ☐ U-shape
- ☐ Classroom
- ☐ Center Table
- ☐ Auditorium
- ☐ Other: _____

Room Layout

Equipment Requirements:

Equipment needed:

- ☐ Overhead projector(s) and spare lamps
- ☐ LCD (digital) projector
- ☐ Computer with presentation software
- ☐ Video tape player
- ☐ Video disk player
- ☐ Film projector (8mm, Super 8mm or 16mm)
- ☐ Video monitor
- ☐ Flip Chart
- ☐ Chalkboard with chalk and eraser
- ☐ Lectern
- ☐ Microphone
- ☐ Extension cords
- ☐ Marking pens
- ☐ Pointer
- ☐ Other: _____

Other meeting materials:

- ☐ Note pads
- ☐ Pencils/Pens
- ☐ Name/place cards
- ☐ Name badges
- ☐ Other: _____

Equipment Technician:

Contact person: _____

Phone number: _____

Equipment set-up time: _____

Other Meeting Requirements: