## Handout: Logistics

* j0237192[1]Physical space: consider the space in which you plan to hold your meeting.
  + Is it on site or off site?
  + Do you need to make reservations?
  + Does it need to be set up?
  + Do you have to contact you facilities department to remove or add partitions?
  + Do you need furniture moved?
* Travel: identify who will need to travel to your meeting.
  + Do they need travel arrangements?
  + Do they need transportation to and from the meeting location?
  + Do you have to make security aware of their presence so they are not held up at the door?
* Food: determine if you need to organize meals.
  + Is your meeting starting early in the morning and you need to serve a light breakfast?
  + j0237641[1]Is your meeting all day?
  + Are you going to cater food?
  + Are you planning to have lunch at a local restaurant?
  + Do you need to make reservations?
* Audio and visual: later there will be a discussion on electronic options; however, if you plan to use electronics like a presentation or video,
  + Do you have to get this placed in the meeting room?
  + j0404359[1]Are you savvy enough in troubleshooting technical problems or do you need a technical assistant?
  + Do you need a projector, screen, computer, etc?
  + Do you need a sound system set up so everyone can hear the presenters?
* Signage:
  + Do you need to get signs, posters, special handouts made up for your meeting?

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