## Handout: Meeting Set-Up

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| Basic Room Set-Up |
| Item | How Many Needed | What is there now? | Where to get more |
| Tables & chairs |  |  |  |
| Power strips |  |  |  |
| Projector & screen |  |  |  |
| Whiteboard, markers & eraser |  |  |  |
| Lectern or podium |  |  |  |
| Microphone |  |  |  |
| Laptop |  |  |  |
| Comfort  |
| Item | Yes/No | Alternative Room | Who can fix this? |
| Temperature comfortable |  |  |  |
| Room in quiet location |  |  |  |
| Room has privacy |  |  |  |
| Water in room |  |  |  |
| Extras |
| Item | Yes/No/NA | Description | Who is in charge of this? |
| Name tents |  |  |  |
| Table with name tags |  |  |  |
| “Welcome” banner  |  |  |  |
| Signage outside |  |  |  |
| Keepsake or logo item |  |  |  |
| Music |  |  |  |
| Folders prepared |  |  |  |
| Candy or mints on tables |  |  |  |
| Posters or visual aids |  |  |  |
| Video loop before meeting starts |  |  |  |
| Other |  |  |  |
| Other |  |  |  |
| Seating Arrangement(Circle desired style) |
| Conference | U-Shape | T-Shape | Classroom |
| seating_conf | seating_ushape | seating_tee | seating_classroom |

Notes: