## Handout: Meeting Set-Up

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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: