

## CHECKLIST FOR MEETING

<b>Select Room/Location for Meeting</b>	<b>Yes</b>	<b>No</b>
Is the room large enough for all participants and necessary equipment?		
Is there adequate ventilation and lighting?		
Is the room free of interruptions?		
Are there guidelines for use of room? (e.g. no food, confetti, extra cost for WIFI, etc.)		
Will the noise from our meeting interrupt others?		
Are the furnishings functional and comfortable?		
Is access convenient?		
Is the cost feasible?		
Is the room available?		
<b>Meeting Setup</b>		
Can the tables be configured for the type of meeting desired?		
Are there enough chairs?		
When is the room available? (For setup and cleanup)		
Are there extra pens/pencils/paper?		
Are the handouts copied and accessible?		
Is audio/visual equipment available and working?		
Microphone		
Podium		
Computer		
LCD projector		
Smartboard		
Dry wipe board		
Markers for board		
Overhead projector		
Flip-charts		
Post-it charts/Paper		
Markers		
Other		
Have food/snacks/refreshments been arranged?		
Location		
Types of refreshments		
Dietary restrictions/needs		
Ice water and glasses		
<b>Agenda</b>		
Do members have agenda prior to meeting?		
Has a time frame been established?		