



MEETING ROOM LOGISTICS CHECKLIST

Location Address: _____ Room Number: _____

Contact Person for Entry: _____ Phone #: _____

Confirm date(s) for reviews: _____

Confirm time for room (access time and exit time) _____

Meeting Facility Requirements:

- _____ Is there adequate space to accommodate the session?
- _____ Is there adequate seating/tables for the room setup required for the session?
- _____ Can the room be reconfigured if necessary?
- _____ Is there access to electrical outlets?
- _____ Is there access to a copy machine?
- _____ Is a code required to make copies? CODE: _____
- _____ Is there access to technology, i.e., HDMI, USB, etc.?
- _____ Is there access to the company's IT support (if necessary)?

Name: _____ Phone #: _____

- _____ Restroom location
- _____ Breakroom location

Audio Visual & Technology Requirements:

- _____ Is there access to a monitor or projector?
- _____ Is a code or password required to access the internet?

Code/Password: _____

Refreshments:

- _____ Is the employer providing refreshments?
- _____ Is the employer providing water?

Other Important Information: _____