|  | WORKSHEETMeeting Logistics |
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|  | PURPOSEThe purpose of this worksheet is to provide a checklist of the logistical elements of a meeting.When to UseUse this tool when scheduling and preparing for a meeting.Who UsesCo-leads.How to UseUse this checklist to prepare for your UBT meeting and ensure that all your needs regarding the room, materials, and technology will be met.

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| Who will be responsible for obtaining the conference room or meeting space? |
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| Meeting Equipment and Supplies |
|  | Chart pads and markers |  | Laptop computer |
|  | Masking tape |  | LCD projector and screen |
|  | Overhead projector |  | TV/VCR |
|  | Whiteboard and markers |  | Star phone or polycom |
|  | Duct tape for cords |  | Extension cord or power supply |

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| Participant Count / Room Setup |
| How many people are expected to participate? |  |
| How should the room be arranged? |  |

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| Room and Facility Check Prior to Meeting |
| Is the wall space adequate for hanging chart paper? |  |
| Are there any restrictions about using masking tape on the walls? |  |
| Do you have the right type of markers? |  |
| If working off site, who will be available to handle problems with the room or supplies? |  |
| Is there space for separate small group work areas (“breakout areas”), if needed? |  |
| Do the rooms have appropriate supplies, such as chart pads and markers? |  |
| Who is responsible for food and refreshments and where should they be set up? |  |
| If team members are responsible for their own meals, what restaurants are nearby and where are they located? |  |
| What time is the meeting facility available for entry and facilitator setup? |  |
| Whom do you see to get in? |  |
| Check the location of electrical outlets and phone jacks. |  |
| Ensure you know how to set up equipment and test prior to the meeting if possible. |  |

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