|  | WORKSHEET Meeting Logistics |
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|  | PURPOSE  The purpose of this worksheet is to provide a checklist of the logistical elements of a meeting.  When to Use  Use this tool when scheduling and preparing for a meeting.  Who Uses  Co-leads.  How to Use  Use this checklist to prepare for your UBT meeting and ensure that all your needs regarding the room, materials, and technology will be met.   |  | | --- | | Who will be responsible for obtaining the conference room or meeting space? | |  |  |  |  |  |  | | --- | --- | --- | --- | | 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 |  |  |  | | --- | --- | | Participant Count / Room Setup | | | How many people are expected to participate? |  | | How should the room be arranged? |  | |
|  | |  |  | | --- | --- | | 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. |  | |