

MEETINGS CHECKLIST

Group	Contact (Group)
Location	Contact (at location)
Location phone number or paging number	

A – With Contact Person

<input type="checkbox"/>	Your introduction	<input type="checkbox"/>	Check times – breaks, meals
<input type="checkbox"/>	Attendance numbers	<input type="checkbox"/>	Noise, heat, light levels
<input type="checkbox"/>	Important attendee names	<input type="checkbox"/>	Emergency procedures
<input type="checkbox"/>	Current happenings + / -	<input type="checkbox"/>	Names tags (large printing)
<input type="checkbox"/>		<input type="checkbox"/>	

B – Room & Equipment

<input type="checkbox"/>	Projection – computer or overhead	<input type="checkbox"/>	Microphone level (check for feedback)
<input type="checkbox"/>	Projector spares - bulb	<input type="checkbox"/>	Check sound speakers
<input type="checkbox"/>	Extension lead	<input type="checkbox"/>	Pads and pencils
<input type="checkbox"/>	Screen	<input type="checkbox"/>	Distracting noise
<input type="checkbox"/>	Table for speaker	<input type="checkbox"/>	Location of refreshments, water, meal
<input type="checkbox"/>	Light over screen	<input type="checkbox"/>	Loos, phones, smoking area - location
<input type="checkbox"/>	Light on speaker	<input type="checkbox"/>	Clock
<input type="checkbox"/>	Emergency procedures	<input type="checkbox"/>	Layout of tables & chairs / sightlines
<input type="checkbox"/>	Heat and light controls	<input type="checkbox"/>	Table for handouts
<input type="checkbox"/>	Flipcharts (stands, pads and spares)	<input type="checkbox"/>	Water and glasses for delegates
<input type="checkbox"/>	Break-out rooms	<input type="checkbox"/>	Water and glass for trainer
<input type="checkbox"/>		<input type="checkbox"/>	

D – Large Groups

<input type="checkbox"/>	Sound engineer	<input type="checkbox"/>	Breaks and refreshments
<input type="checkbox"/>	Spotlights	<input type="checkbox"/>	Ushers
<input type="checkbox"/>	House lights	<input type="checkbox"/>	Handout distribution
<input type="checkbox"/>	Other speakers	<input type="checkbox"/>	Late-comers
<input type="checkbox"/>	Riser	<input type="checkbox"/>	Cordless microphone back-up
<input type="checkbox"/>		<input type="checkbox"/>	

E - Miscellaneous

<input type="checkbox"/>	Hotel checkout	<input type="checkbox"/>	Check transport arrangements
<input type="checkbox"/>	Rental car return	<input type="checkbox"/>	Call office

Remember: Why you're there and how you'll help them.

Call or email *Roome for Growth* for further information.

T/F: +44(0)1932 243022
M: 07909 916599
helen@roomeforgrowth.com
www.roomeforgrowth.com

The Little Cottage
Chertsey Road
Shepperton TW17 9LF

Presentations matter