

Seminar Facility Checklists

Shopping for a Facility

You can use this page to make notes about each facility you contact to help you decide which one to choose. (See the items on the following page as well. For example, you may want to ensure that each facility has a stage or risers.)

Facility Name _____

Address _____

Telephone _____ Fax _____

Catering Coordinator _____

Name of room _____

Square footage _____ Dimensions _____ x _____

Costs (specify what each covers):

_____ Meeting room rental

_____ Coffee

_____ Food

_____ Flipchart

_____ Microphone

_____ Other audiovisual equipment

_____ Sleeping room

_____ Other

Comments:

To Discuss with Catering Coordinator

Once you have chosen a facility, here are items to discuss with the Catering Coordinator.

- ___ Room layout
- ___ Start and end times (and if you need earlier access to the room)
- ___ Registration table (inside or outside room, number of chairs)
- ___ Additional tables inside the room for literature, displays, etc.
- ___ Coat rack or coat check
- ___ Audio-visual equipment (depending on your own needs)
 - ___ microphone (clip-on is best for moving around)
 - ___ overhead projector
 - ___ flipchart or white board and markers
 - ___ TV/VCR
 - ___ sound system
 - ___ plug-in for laptop computer
 - ___ other
- ___ Stage or risers (so all participants can see you)
- ___ Notepads and pens or pencils for participants
- ___ Water service
- ___ Coffee service
- ___ Meals or snacks
- ___ Delivery arrangements (if you need to ship supplies to the hotel)
- ___ Availability of parking for you and participants
- ___ Access to public transportation
- ___ Sleeping room for you (if out of town)
- ___ Posting on hotel bulletin board (name of your organization or title of seminar)
- ___ Your phone number for people to call if they have inquiries