

# 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