



The Forum – Cleveland’s Premier Conference Center

Meeting Planner’s Checklist – A guide to Planning Successful Meetings

Meeting Purpose:

Date: _____ Time (From/To): _____

Location: _____ Number of Attendees: _____

Facility Contact: _____ Meeting Confirmed: _____

Room Set-up:

____ Classroom ____ U-Shape ____ Conference ____ Hollow Square ____ Other

Agenda/Notes: _____

Meeting Materials:

____ Note Pads and Pencils	____ Handouts ____ Yes ____ No	____ Visuals
____ Name Badges	____ Source _____	____ Transparencies _____
	____ Quantity _____	____ Slides _____
		____ Computer Graphics _____
		____ Power Point Slide Show ____

Equipment:

____ Overhead Projector	____ 35 mm Slide Projector	____ VCR and Monitor
____ Data Projector	____ Video Projector	____ LCD Panel
____ Camcorder	____ Cassette Recorder	____ Video Tape
____ Cassette Tape	____ Chalkboard	____ Whiteboard
____ Flip Chart	____ Marking Pens	____ Special Signs
____ Lectern	____ Pointer	____ Microphone
____ Floor	____ Wood	____ Lavilier
____ Table	____ Laser	____ Podium
		____ Wireless

Food and Beverage:

Breakfast: Time: _____	Lunch: Time: _____	Dinner: Time: _____
____ Continental Breakfast	____ Buffet ____ Sit-down	____ Menu
____ Full Service Menu	____ On Own	____ Special Diet Orders
____ Coffee/Tea Only	____ Special Diet Orders	
____ Soft Drinks		

Morning Break: Time: _____

____ Coffee/Tea ____ Snacks
____ Juice ____ Cookies
____ Soft Drinks

Afternoon Break: Time: _____

____ Coffee/Tea ____ Pretzels
____ Soft Drinks ____ Popcorn
____ Chips ____ Cookies
____ Snacks ____ Fruit

Cocktail Reception: Time: _____

____ Open Bar
____ Cash Bar
____ Beer and Wine
____ Hors d’Oeuvres

