

Special Event Planner



Careful planning is the foundation that makes a successful meeting.
This guide offers you a complete reference when planning your next program.

Meeting Room Set-up

Meeting Time: _____ To: _____
Attendance: _____
Theater Style _____
Classroom Style _____
(No. of People) _____
Conference Style _____
Registration Table _____
Banquet Style _____
Head Table/Level _____
U-Shape _____
Head Table/Elevated _____
Other: _____

Required Meeting Room Items

Standing Podium _____
Projection Cart _____
Lectern _____
Extension Cord _____
Easel _____
Screen _____
Flipchart/Markers _____
Chalkboard/Chalk _____
Coat Rack _____
Wastebaskets _____
Other: _____

Break Items

Time: (Morning) _____
Time: (Afternoon) _____
Coffee, Tea, Decaf. Coffee _____
Soft Drinks _____ Juices _____
Imported Tea Selection _____
Cookies _____
Danish _____ Doughnuts _____
Fresh Fruit _____
Special: _____

Engineering

Standing Microphone _____
Podium Microphone _____
Lavalier Microphone _____
Special Sound System _____
Engineer on Duty _____
Other: _____

Audio-Visual Equipment

Overhead Projector _____
35mm Carousel Slide Projector _____
Video Cassette Recorder _____
Video Monitor _____
Playback Unit _____
Other: _____



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