



Northeast Conference Center
Central Ohio's Distinctive Business Meeting Center
Meeting Planner's Checklist

Meeting Purpose:

Date: \_\_\_\_\_ Time (From/To): \_\_\_\_\_
Location: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_
Facility Contact: \_\_\_\_\_ Meeting Confirmed: \_\_\_\_\_

Room Set-up:

\_\_\_ Classroom \_\_\_ U-Shape \_\_\_ Conference \_\_\_ Hollow Square \_\_\_ Other \_\_\_ Registration Table

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 \_\_\_ Head Table
\_\_\_ Lectern \_\_\_ Pointer \_\_\_ Special Signs
\_\_\_ Floor \_\_\_ Wood \_\_\_ Microphone
\_\_\_ Table \_\_\_ Laser \_\_\_ Lavilier
\_\_\_ Podium

Food and Beverage:

Breakfast: Time: \_\_\_\_\_ Lunch: Time: \_\_\_\_\_ Dinner: Time: \_\_\_\_\_
\_\_\_ Continental Breakfast \_\_\_ Buffet \_\_\_ Menu
\_\_\_ Full Service Menu \_\_\_ On Own in our Cafe \_\_\_ Sit-down
\_\_\_ Coffee/Tea Only \_\_\_ Special Diet Orders \_\_\_ Special Diet Orders
\_\_\_ Bottled Water

Morning Break: Time: \_\_\_\_\_ Afternoon Break: Time: \_\_\_\_\_ Cocktail Reception: Time: \_\_\_\_\_
\_\_\_ Coffee/Tea \_\_\_ Snacks \_\_\_ Pretzels \_\_\_ Open Bar
\_\_\_ Juice \_\_\_ Cookies \_\_\_ Popcorn \_\_\_ Cash Bar
\_\_\_ Soft Drinks \_\_\_ Coffee/Tea \_\_\_ Cookies \_\_\_ Beer and Wine
\_\_\_ Bottled Water \_\_\_ Soft Drinks \_\_\_ Bottled Water \_\_\_ Hors d'oeuvres
\_\_\_ Chips \_\_\_ Fruit
\_\_\_ Snacks

Pricing: \_\_\_ Complete Meeting Package \_\_\_ Selected "A La Carte" Pricing