

## Meeting Fact Sheet

Gather all of your facts about your meeting so that you can easily give this information to prospective meeting facilities.

Name of Meeting: \_\_\_\_\_

Dates: \_\_\_\_\_ Contact: \_\_\_\_\_

### Main Meeting Room

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
No. of People: \_\_\_\_\_  
Room Set-up\*: \_\_\_\_\_  
A/V Equipment\*\*: \_\_\_\_\_

### Break-Out Rooms

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
No. of Rooms: \_\_\_\_\_  
No. of People: \_\_\_\_\_  
Room Set-up: \_\_\_\_\_  
A/V Equipment: \_\_\_\_\_

### Meal Functions

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Type of Function: \_\_\_\_\_  
No. of People: \_\_\_\_\_  
Room Set-up: \_\_\_\_\_

#### \*Room Set-ups

- theater (rows of chairs facing in one direction, no tables)
- classroom (rows of chairs with tables to take notes on)
- hollow square
- rounds of 8 or 10
- stage with head table for 4
- podium or lectern
- table for handout materials in rear of room

#### \*\*A/V

- LC projector and screen
- overhead projector and screen
- slide carousel with remote control at lectern
- flipchart and markers
- lectern microphone; lapel microphone; standing microphone on head table