



**FOOD AND BEVERAGE REQUIREMENTS:**

**Due Date:** \_\_\_\_\_

- Menus:  Breakfast  Lunch  Dinner
- AM Break  PM Break  Reception
- Table Configuration  Linen Colors
- Entertainment  Time Schedule
- Special Dietary Needs  Location/Room Assignments
- Guarantees  Centerpieces/Theme/Decorations

**MEETING FUNCTION CHECKLIST**

**AUDIOVISUAL REQUIREMENTS:**

**Due Date:** \_\_\_\_\_

**Audio Equipment:**

- Microphones:  Podium # \_\_\_\_\_  Lavalier # \_\_\_\_\_  Hand Held # \_\_\_\_\_
- Standing # \_\_\_\_\_  Table Top # \_\_\_\_\_  Wired or Wireless \_\_\_\_\_
- Music:  Cassette Player  CD Player

**Video Equipment:**

- Video Projector
- Video Camera
- Video Conferencing

**Projectors:**

- LCD Projector
- LCD Panel
- High Intensity Overhead
- 35mm Slide Projector
- Screens

**Miscellaneous AV:**

- High-speed Internet Access Connections # \_\_\_\_\_
- Flipcharts # \_\_\_\_\_
- Whiteboards
- Easels # \_\_\_\_\_
- Computers
- Telephones # \_\_\_\_\_
- Type of Line:  Analog # \_\_\_\_\_  ISDN # \_\_\_\_\_
- Technicians

**OTHER ACTIVITITES:**

**Due Date:** \_\_\_\_\_

- Off-Site
- Spa
- Recreation/Golf
- Skiing
- Teambuilding
- Tours
- Spouse Programs

**MISCELLANEOUS:**

**Due Date:** \_\_\_\_\_

- Shipping Address
- Posting & Signage
- On-Site Contact
- Welcome Letter
- Other: \_\_\_\_\_