Meeting Room Equipment Checklist

Equipment that may be required for the meeting room:

- Overhead projector
- Slide projector
- Film projector
- Projection stands
- Remote control for projectors
- Screens
- Video equipment: VHS, DVD, teleconferencing
- Microphones
- Radio
- Computer
- Mouse
- Auxiliary equipment: laser pointers, flip charts, slide trays
- Lighting
- Loudspeakers

Questions that should be considered regarding the meeting room's facilities:

- How many computer hookups?
- Does it have wifi capability?
- Is electrical power sufficient?
- Are electrical features diagrammed?
- Is there a built-in sound system?
- Is the room sound proofed? Are the others in the building?
- Is the ceiling height adequate for projectors?
- Is remote light control capability available?
- Can windows be covered with shades or curtains?
- Can additional equipment be provided?
- What support is provided for maintenance problems?
- Who will provide security for the equipment?
- Who is responsible for lost, stolen or damaged equipment?
- Can last-minute equipment demands be met? What are the additional costs?
- Is the meeting room accessible before the meeting for setup?