

Organiser Checklist

Title of function _____
 Date _____
 Function Room _____

Room Style

- | | |
|--|---|
| <input type="checkbox"/> Boardroom | <input type="checkbox"/> 'U' Shape |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Round tables |
| <input type="checkbox"/> Class room | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Number of syndicate rooms | <input type="checkbox"/> No of delegates in syndicate rooms |

Syndicate set up: _____

Business Services

- | | |
|---|--|
| <input type="checkbox"/> Fax machine | <input type="checkbox"/> Internet access |
| <input type="checkbox"/> Photocopier | <input type="checkbox"/> Personal computer |
| <input type="checkbox"/> Telephone access | |

Audio Visual Equipment

Basic Equipment

- | | |
|---|---|
| <input type="checkbox"/> Flip chart | <input type="checkbox"/> Colour monitor 28" |
| <input type="checkbox"/> Overhead projector | <input type="checkbox"/> VHS Player |
| <input type="checkbox"/> Slide projector | <input type="checkbox"/> DVD Player |

PA

- | | |
|---|---|
| <input type="checkbox"/> Amplifier | <input type="checkbox"/> Radio microphone |
| <input type="checkbox"/> Speakers and stands | <input type="checkbox"/> Hand held radio microphone |
| <input type="checkbox"/> Wired Microphone | <input type="checkbox"/> CD Player |
| <input type="checkbox"/> Hand Held Wired Microphone | <input type="checkbox"/> Cassette player |
| <input type="checkbox"/> Background music | |

Data Projection

- LCD Projector Data Video

Conference Set

Lectern

Other Equipment: _____

Printing and Stationery

Menus
 Badges
 Seating Plan

Programme
 Placement cards

Food and Beverage

Breakfast
 Early morning refreshments
 Mid morning break
 Lunch

Mid Afternoon break
 Cocktail reception
 After dinner bar

Breakfast

Continental – meats & cheese

Continental – Danish & breads

Lunch

Buffet
 Three course
 Working lunch (sandwiches)

Vegetarian
 Other dietary requirements

Dinner

Buffet
 Three course
 Four course

Vegetarian
 Other dietary requirements

Transport

Parking

Account Details

Daily delegate pack

Meeting room hire

Delegate extras

Other

Registration table

Message board