



## **Team Success**

### **Meeting Planner Seminar Checklist**

Please use the following checklist and the Seminar Room Requirements sheet to help you coordinate the seminar for your organization.

- ✓ Reserve a room large enough to accommodate the layout on the Seminar Room Requirements sheet. Make sure the room will be available for at least a half hour after the seminar concludes.
- ✓ Arrange for all of the audio/visual support listed on the Seminar Room Requirements sheet.
- ✓ A supply of liquid refreshments should be available throughout the seminar.
- ✓ On the day of the seminar make sure the training room is prepared according to the Seminar Room Requirements sheet at least one and one-half hour before the start of the seminar. Please make arrangements for Gary Hankins to be admitted to the room one and one-half hour before the start of the seminar.