

# MEETING CONFIRMATION

To: \_\_\_\_\_ Date: December 7, 1996  
Fax #: \_\_\_\_\_ Pages: \_\_\_\_\_ including this cover sheet.  
From: \_\_\_\_\_  
Subject: Our meeting on November 15, 1996

**Please verify that all these concerns will be fulfilled for our meeting by signing and faxing back to me at [insert fax number].**

- ρ Raised platform
- ρ Lectern
- ρ Lectern microphone
- ρ Wireless lavalier microphone
- ρ American flag
- ρ 2 six-foot skirted display tables in rear of room
- ρ 1 six foot skirted registration table with 2 chairs outside room
- ρ Pens and note papers at each seat
- ρ Temporary seating planned for \_\_\_\_\_  
(You will be advised exact number on \_\_\_\_\_)
- ρ Coffee break at 8:30AM, number to be determined on \_\_\_\_\_.  
(coffee, decaffeinated, assorted teas on consumption)
- ρ Our pre-shipped boxes will be stored (give location) \_\_\_\_\_  
\_\_\_\_\_
- ρ There are no obstructions in the meeting room  
([insert company/speaker name] will not pay for meeting space which is obstructed by pillars, etc.)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**



## Requirements Checklist

Client: \_\_\_\_\_

Program Date: \_\_\_\_\_ Location: \_\_\_\_\_

\*Program Start Time: \_\_\_\_\_ Program Finish Time: \_\_\_\_\_

**Note: Please assign responsibility for the following requirements.  
Give a copy of this checklist to your hotel catering manager, too.**

### MEETING PLANNER'S CHECK OF REQUIREMENTS:

- ρ **Hand-held** microphone with extra-long cord
- ρ Water pitcher and glass
- ρ 18 inch riser, or stage if more than 100 delegates in audience
- ρ Dataprojector and screen, front and centre of room
- ρ One 4 foot table, front and centre of room
- ρ Paper and pen for each participant
- ρ Comfortable room temperature (68 degrees is comfortable)
- ρ Formal introduction provided by \_\_\_\_\_

### ROOM SET-UP:

- ρ Easy access to audience
- ρ Tables and chairs for seminar sessions

### DETAILS:

- ρ Room reserved for \_\_\_\_\_ for the night of: \_\_\_\_\_
- ρ Guaranteed for late arrival and direct-billed to your master account

\*We respectfully encourage you begin \_\_\_\_\_ session promptly at the designated time in order to benefit from the full program content and investment in your audience's needs.

**Please read and use your GETTING THE MOST OUT OF YOUR MEETING guidelines provided in this package. Thank you for helping to ensure the comfort of your speaker and audience.**

For urgent contact after business hours: