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 lavaliere microphone

ρ American flag

ρ 2 six-foot skirted display tables in rear of room

ρ I six foot skirted registration table with 2 chain 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, decafe, assorted teas on consumption)

ρ Our pre-sbipped 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: