

## PROPERTIES/ROOM SET-UP

This committee is responsible for securing equipment needed for all meeting functions and planning and setting up all function rooms. A locked storage area is required in order to provide security storage for all equipment.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Distribute “Properties/Room Set-Up Form” to all committee chairmen and officers to determine type and amount of equipment, time needed and room set-up requirements.
3. Coordinate with Coordinator which meeting rooms will be used for each function and consult Hotel floor plan.
4. Work with Conference Coordinator to secure adequate locked space at Hotel for any equipment needed.
5. Receive inventory list of regional property from Conference Coordinator.
6. Conference Coordinator will give you listing of the equipment that can/will be supplied by Hotel facility at no additional cost.
7. Determine equipment that must be obtained from other sources. Secure equipment without rental cost, if possible.
8. Keep checklist as materials are checked in and out and have responsible personnel sign for all items used.
9. Supply Coordinator with proposed floor plans of room arrangement for each event, as requested by each chairmen and officer, showing tables, chairs, head tables, honor tables, microphones, etc. (see sample).
10. Work closely with Program/Education Chairman, Protocol Chairman, Speech Contest Chairman and Decorations Chairman to insure that all rooms are set up and equipment/supplies available as requested are in place prior to each function.
11. Check all rooms immediately prior to opening of session and make any necessary last minute changes as needed.
12. Establish schedule for all committee members if needed. Insure responsible person can be reached at all times in case of emergency.

Properties/Room Set-Up Request Form

Function: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone Day: \_\_\_\_\_ Contact Phone Evening: \_\_\_\_\_

ROOM ARRANGEMENT:

EQUIPMENT/PROPERTIES NEEDED:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Theater Style (Chairs only)               | <input type="checkbox"/> Podium          | <input type="checkbox"/> Lectern            |
| <input type="checkbox"/> Classroom Style (Tables & Chairs only)    | <input type="checkbox"/> Microphone      | <input type="checkbox"/> Easel              |
| <input type="checkbox"/> Conference Style (1 large table w/chairs) | <input type="checkbox"/> Dry Erase Board | <input type="checkbox"/> Blackboard         |
| <input type="checkbox"/> U-Shaped                                  | <input type="checkbox"/> VCR             | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> E-Shaped                                  | <input type="checkbox"/> Television      | <input type="checkbox"/> Slide Projector    |
| <input type="checkbox"/> Head table/Dais                           | <input type="checkbox"/> Pointer         | <input type="checkbox"/> Flip Charts        |
| <input type="checkbox"/> Reception                                 | <input type="checkbox"/> Power Point     |   |
|  | Other _____                              |   |
|  | _____                                    |   |

**DEADLINE:** \_\_\_\_\_

Mail or FAX your request forms to:

**NOTE: Please prepare a separate sheet for EACH function\_**

**DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY**

Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Room Name/Number: \_\_\_\_\_ Beginning Time: \_\_\_\_\_

Projected Attendance: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Budget/Cost Summary: \_\_\_\_\_ Notes: \_\_\_\_\_

Audio-Visual Costs \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Total \_\_\_\_\_

Attach Room Set-Up Drawing

## MEETING ROOM INSPECTION CHECKLIST

In order to properly inspect a meeting room, a 50 foot steel tape, a small portable radio, and room floor plans are needed. Place the radio outside the meeting room door with volume turned high. How clearly can the noise be heard inside the room with the door closed? Do the same thing for moveable walls. Does the noise clearly penetrate the “soundproof” walls?

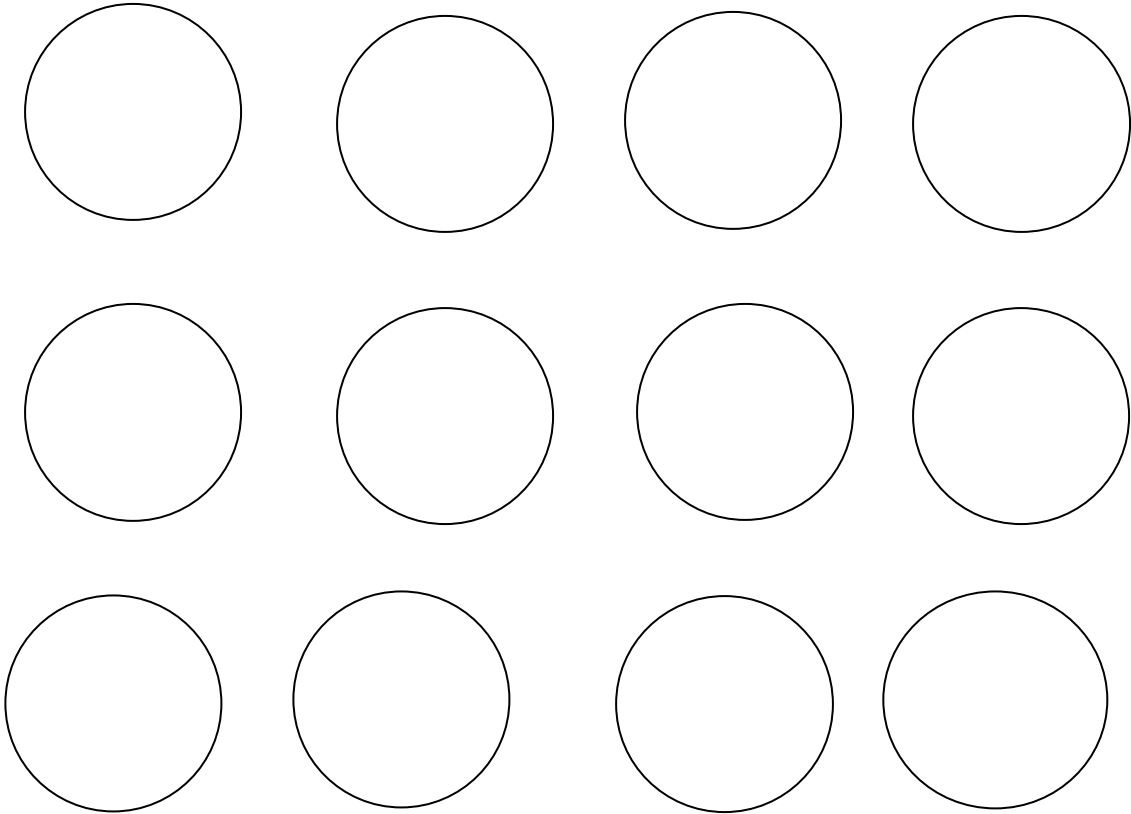
Check other factors affecting the meeting.

- \_\_\_\_\_ Room heating/air conditioning
- \_\_\_\_\_ Dimmer switch for lighting system
- \_\_\_\_\_ Pillars or other obstructions
- \_\_\_\_\_ Entry/exit doors
- \_\_\_\_\_ Distance to nearest elevator/freight elevator
- \_\_\_\_\_ Distance to Restroom facilities
- \_\_\_\_\_ Can telephone be disconnected?
- \_\_\_\_\_ Location and capacity of electrical outlets
- \_\_\_\_\_ Room capacity: theater seating, classroom seating, etc.
- \_\_\_\_\_ Availability of PA system
- \_\_\_\_\_ Portable speaker’s platform or permanent stage
- \_\_\_\_\_ Hotel has risers for head table

Risers

Head Table for 12

### Speech Contest Banquet



Room Set-up Diagram

water set-up

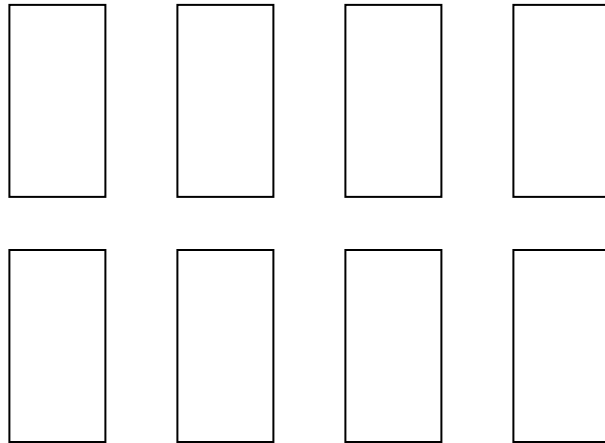


Table with lectern