Space Planning Checklist

Whenever possible, I like to visit the space in advance or have someone send photos of the room. This helps determine its suitability and allows you to anticipate ways in which the space can add to or detract from the productivity of a session. This checklist will help determine if the space meets your needs and help eliminate surprises the day of the meeting.

Room availability

- Available for date and time of meeting
- Early access to room (i.e. to set up, put out material, test equipment)
- Extended access to room (i.e. If running late, is the room booked for anything else?)
- When do we have to be out of the room?
- Other meetings or activities (i.e. construction) going on at same time or nearby
- Large space for participants and the activities planned (rather than just big enough)
- Does the "vibe" of the room match the desired tone or content of the meeting?

Location and meeting room amenities

- On-site parking and the cost
- Washrooms close to meeting room
- Natural light
- Window shades to block the sun's glare
- Lights with dimmers
- Temperature control
- Room acoustics
- Coat racks and hangers

Equipment and supplies

- Projector, screen, speakers
- Wi-Fi available (what's the password?)
- Extension cords, power bars, cables and adapters
- White board with dry-erase markers
- Blank walls that you can post things on
- Facilitation materials/supplies needed (i.e. tape, paper, markers, etc.)
- Door stopper
- Directional signs with arrows pointing in different directions and labelled "meeting"

Space Planning Checklist (continued)

Resources

	Room layout – determine the best layout for your meeting
	Who will set up the room and when?
	Everyone can see the screen/"working walls"
	Furniture that can be easily moved
	Extra table for facilitation supplies
	Extra table(s) for food and beverages
	Pitchers of water and glasses
	Coffee maker and mugs
	Garbage and recycling bins

On-site contact for space related questions or problems
(i.e. temperature adjustment, A/V equipment, etc.)

	Contact name and number for day of meeting
	Back-up person

Notes/Room diagram: