

Space Planning Checklist

Whenever possible, I like to visit the space in advance of the in-person session 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

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| 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? |

Meeting room amenities

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| Room layout — determine the best furniture layout for your meeting so everyone can see the screen/“working walls” |
| Who will set up the room and when? |
| Extra table for facilitation supplies |
| Blank walls that things can be posted on. Without art or bumpy panelling or coffee set out in front or... |
| 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 |
| Movable furniture |



Meeting room amenities (continued)

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|--|---------------------------------------|
| | Extra table for facilitation supplies |
| | Extra table(s) for food and beverages |
| | Pitchers of water and glasses |
| | Coffee and tea with various milks |
| | Pens and paper |
| | Garbage and recycling bins |

Equipment and supplies

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

On-site contact for space related questions or problems

(i.e. temperature adjustment, A/V equipment, etc.)

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

Notes/Room diagram:

