

Corporate Meeting Checklist

Corporate event Planning Checklist Template Fresh Corporate Meeting Planning Checklist & Tips



- ☐ A well configured meeting space.
- ☐ All necessary equipment and adapters to run any meeting-specific technology.
- ☐ Temperature control for your meeting Space.
- ☐ Clearly defined places for attendees to be seated and unpack their things.
- ☐ A plethora of easy-to-access wall outlets Or power strips
- ☐ Copies of all necessary meeting documents
- ☐ Bottles of Water and mugs for hot coffee or tea
- ☐ Scheduled catered snack and meal breaks.