



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 (should have generous proportions 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 and power bars
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”

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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

Onsite 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: