



INITIATE

Meeting Logistics Template

Purpose of this template: To help you think through logistical preparation for an in person meeting.

Directions: Fill out sheet to the best of your ability.

Item	Fill in if applicable	Note
Meeting locations		Consider nontraditional locations; avoid 'city hall' or headquarters if possible.
Legal check		Must be ADA compliant.
Room set up		Does room accommodate the set up you want. Enough tables, chairs? What size tables? Rectangle? Round? Table clothes needed or not? Avoid 'classroom' or theatre style seating if possible. Rounds of 8 to 10 are good default.
Signage		Can you post signs to help people find location?

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Wall space accessibility		Are you allowed to put tape on wall (blue painters tape)? Are there impediments like columns or permanent artwork that could be problematic?
Natural light		Ideal space has natural light.
Refreshments		Important to have refreshments; if not allowed in room is there an adjacent room or foyer that allows refreshments? Consider cultural overlay.
Transportation		Ideal location should be easy to access by multiple modes of transportation.
Childcare		Ideal location accommodates childcare.
Interpretation		Do you need to consider an interpreter? For how many languages? Is someone under contract now?



Item	Fill in if applicable	Note
Cultural competency		Given target audience are their cultural considerations?
Audio Visual (A/V)		Do you have audio visual needs; microphone. If using mics have AT LEAST two. Do you have a computer? Do you need a screen to project onto? Is there internet access in the building?
Registration		How will sign in (if at all) or other welcoming work? Will there be handouts?
Note taking		Who will take notes? What training do they have? Are expectations about level of detail clear? Is same person who is taking notes at meeting / event 'finishing' them for public consumption? Will the notes be sent out to participants or posted somewhere?
Plan B and C		What could go wrong? Create "Plan Bs" for everything you can think of.



About the Institute for Local Government

The Institute for Local Government's (ILG) mission is to promote good government at the local level with practical, impartial and easy-to-use resources for California communities. ILG is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities, the California State Association of Counties and the California Special Districts Association.

For more information about the TIERS Framework and Learning Lab, please contact Madeline Henry at mhenry@ca-ilg.org

To access the Institute's resources on public engagement, visit www.ca-ilg.org/engagement

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