## Worksheet: Meeting Time & Place

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting Manager | | | |  | | Date | | |  |
| Type of Meeting  (circle one) | | | | Problem Solving | | Decision Making | | | Conflict Resolution |
| Project Initiation | | Project Planning | | | Brainstorming |
| Other | |  | | | |
| Purpose of Meeting | | | |  | | | | | |
| Goal or expected outcome of Meeting | | | |  | | | | | |
| Meeting Time & Place Survey  (Circle all that apply) | | | | | | | | | |
| Morning | | Afternoon | | | Onsite | | | Offsite | |
| Brainstorming  Conflict Resolution  Problem Solving  High Energy Needed | | Update Meeting  Project Planning  Project Initiation   * Low Energy Acceptable | | | Internal Employees only  Some External Visitors  Small Group  We have a large meeting room   * Our meeting rooms are comfortable to be in for more than two hours   This meeting is less than four hours | | | Many External Visitors  Large Group  We do not have a large meeting room   * Our meeting rooms are not comfortable for meetings over two hours   This is a special meeting with lunch provided  This is a long meeting (six to eight hours) | |
| All-Day Meeting | | | | |
| This is an all-day meeting | | | | |
| Finalized Meeting Time & Place  (Time and Place with the most checks should be your best options) | | | | | | | | | |
| Time of Meeting |  | | | | Date | |  | | |
| Onsite Location |  | | | | Offsite Location | |  | | |
| Total Attendees |  | | | | Cost of Venue | | $ | | |
| Other Meeting Information | | | | | | | | | |
| Breakfast Provided | | | Y/N | | Budget/Cost | | | $ | |
| Lunch Provided | | | Y/N | | Budget/Cost | | | $ | |