

# SOP: Pre-Meeting Room Setup and Equipment Checklist

This SOP details the **pre-meeting room setup and equipment checklist**, covering room arrangement, seating configuration, audio-visual equipment inspection, connectivity and power supply verification, lighting adjustment, and provision of necessary materials. The goal is to ensure a seamless and productive meeting environment by preparing the room and all technical equipment in advance.

## 1. Room Arrangement

- Ensure the room is clean, tidy, and clutter-free.
- Remove any unnecessary items or equipment.
- Arrange tables and chairs according to the desired layout (e.g., boardroom, U-shape, classroom).
- Ensure emergency exits and walkways are unobstructed.

## 2. Seating Configuration

- Set out the required number of chairs for attendees.
- Ensure adequate spacing between seats.
- Provide additional seating for guest speakers or special attendees if necessary.
- Arrange name cards or place cards if required.

## 3. Audio-Visual Equipment Inspection

- Turn on and test all projectors, monitors, or screens.
- Verify all cables (HDMI, VGA, etc.) are connected and functioning.
- Test microphones, speakers, and conferencing phones for clarity and volume.
- Check remote control batteries and functionality.
- Test video conferencing equipment and ensure a stable connection.

## 4. Connectivity & Power Supply Verification

- Ensure Wi-Fi or wired Internet connection is active and accessible.
- Check that all extension cords, power strips, and outlets are working and safely positioned.
- Provide charging stations or power adapters as needed for participants.

## 5. Lighting Adjustment

- Adjust room lighting to appropriate levels for the meeting type (presentation, discussion, video conference, etc.).
- Ensure all light fixtures are operational.
- Close or open window blinds as required to control natural light and glare.

## 6. Provision of Necessary Materials

- Place pens, notepads, and other stationery at each seat.
- Distribute printed agendas, handouts, or meeting materials as required.
- Ensure markers, erasers, and flipcharts or whiteboards are available and functional.
- Set up water, glasses, and any required refreshments.

## 7. Final Check

- Conduct a walkthrough to confirm all arrangements meet requirements.
- Verify all equipment is powered on and set to correct input/output channels.
- Confirm that the room temperature is comfortable.
- Inform meeting participants that the room is prepared and ready.

### Document Control:

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