

Standard Operating Procedure

Meeting Room Setup and Logistics

This SOP defines the **standard protocol for meeting room setup and logistics**, covering room reservation procedures, equipment and technology arrangements, seating and layout configurations, audio-visual checks, catering coordination, signage and accessibility considerations, and post-meeting cleanup. The goal is to ensure all meetings run smoothly and efficiently by maintaining consistent preparation standards and managing logistical details effectively.

1. Room Reservation Procedures

1. Refer to the organization's meeting room booking system or calendar tool.
2. Check availability for the required date and time, taking into account meeting duration and setup/cleanup buffer.
3. Reserve the room(s) and clearly specify the meeting title, host name, expected number of attendees, and any special requirements (e.g., technology, catering).
4. Send calendar invitations to all meeting participants, including room details and access instructions.

2. Equipment & Technology Arrangements

1. Identify required equipment: projector, screen, TV monitor, conference phone, whiteboard, markers, adapters, and chargers.
2. Test all equipment ahead of time to ensure proper functionality.
3. Arrange for IT support in advance if specialized setup or troubleshooting is required.
4. Provide clear instructions for connecting to AV equipment (e.g., Wi-Fi, HDMI, Bluetooth pairing).

3. Seating & Layout Configuration

1. Choose appropriate layout: boardroom, classroom, U-shape, theater, or other as per meeting needs.
2. Arrange chairs and tables according to layout plan, ensuring clear walkways and access points.
3. Check spacing for comfort, accessibility, and compliance with applicable safety guidelines.

4. Audio-Visual Checks

1. Power on and test all AV equipment (projectors, microphones, speakers) at least 30 minutes prior to meeting start.
2. Test video conferencing or virtual meeting links if remote participants are involved.
3. Check and adjust lighting, blinds, and sound levels as needed for visibility and audibility.

5. Catering Coordination

1. Confirm catering requirements and dietary restrictions at least 2 days in advance.
2. Arrange delivery or setup of food and beverages 15-30 minutes prior to the meeting.
3. Ensure adequate serving utensils, napkins, plates, cups, water/coffee stations, and trash disposals are provided.

6. Signage & Accessibility

1. Place clear signage at entrances and inside the building to direct attendees to the meeting room.
2. Ensure all routes and the meeting room are accessible for people with disabilities, including door width and seating arrangements.
3. Display agenda and Wi-Fi access details as needed.

7. Post-Meeting Cleanup

1. Remove all materials, catering items, and debris from the meeting room.
2. Wipe down surfaces and arrange furniture back to standard configuration.
3. Report any damage or maintenance needs to facilities management.
4. Power off all AV and technology equipment.
5. Secure the room (lights off, doors locked, as applicable).

8. Documentation & Feedback

1. Record issues or incidents during the meeting for continuous improvement.
2. Solicit feedback from meeting organizer and attendees regarding setup and logistics.
3. Update this SOP as needed based on feedback and evolving requirements.

Effective Date: [Insert Date] | SOP Owner: [Department/Team Name] | Review Cycle: Annually