



MEETING ROOM NEEDS

Will you need:

Room Equipment

- Computer
- Video-conferencing
- TV
- Whiteboard
- Extra Chairs

Refreshments

- Bottled Water
- Coffee
- Decaf coffee
- Tea
- Soda
- Juice
- Morning pastry
- Afternoon snack
- Full Catering (if so, discuss details with HQ Loft staff)

Additional Notes
