# Check List for Project Intake

#### Time Line

Due Date/Time for proposals Pre-Bid Meeting Management Contact Technical Contact

### Physical Location

Campus/Building/Stadium/Field Business Hours/Access Hours Indoor Sq Foot Outdoor Sq Foot Number of Floors Special Construction Mesh

## Applications

Multi Media Custom Application Large Groups Min-Max Visitors Min-Max

## **Customer Objectives**

Preferred Manufacture Bandwidth Latency Ongoing Support