



VENUE SOURCING RESOURCES

Multi-day Meeting Production Template

Meeting Overview

- ☐ Event Name:
- ☐ Purpose/Objective:
- ☐ Number of Days:
- ☐ Key Stakeholders:
- ☐ Meeting Owner:
- ☐ Expected Attendees:
- ☐ Format (In-Person, Virtual, Hybrid):

Meeting Schedule & Logistics

- ☐ Dates & Times:
- ☐ Location/Venue:
- ☐ Virtual Meeting Link & Access Info:
- ☐ Room Setup & Layout:
- ☐ AV/Tech Requirements:
- ☐ Catering & Refreshments:
- ☐ Transportation & Accommodation Info:

Daily Agenda & Content Planning

- ☐ Day 1 Agenda:
- ☐ Day 2 Agenda:
- ☐ Additional Days (if applicable):
- ☐ Guest Speakers/Presenters:
- ☐ Materials & Handouts:
- ☐ Pre-Event Readings/Assignments:

Roles & Responsibilities

- ☐ Event Coordinator:
- ☐ Session Moderators:
- ☐ Note-Takers:
- ☐ Tech Support:
- ☐ Logistics Team:
- ☐ On-Site Support Staff:

Action Items & Follow-Up

- ☐ Action Item Tracker (Task, Owner, Due Date, Status):
- ☐ Decision Log:
- ☐ Next Steps:
- ☐ Follow-Up Communication Plan:

Evaluation & Continuous Improvement

- ☐ Feedback Mechanism (Surveys, Check-ins, etc.):
- ☐ Key Takeaways:
- ☐ Adjustments for Future Events: