Executive Briefing Room Tech Needs Sheet

Date

Time

Event/Meeting Name

Organizer

Expected Number of Attendees

Room

Presenter(s)

Onsite Contact (Name & Phone)

Display Needs (e.g. Projector, TV, etc.)

Audio Needs (e.g. Microphones, Conference Call, etc.)

Connection/Adapter Needs

Recording/Streaming Requirements

Video Conference Platform

Additional Notes / Special Requests