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**Chapter of the IADD**

**Function Sheet**

**Instructions:** Photocopy and check off required needs for meeting. Present to hotel location staff (keep a copy for the Chapter records). This template is a handy tool to use for meeting preparation regardless of whether your Chapter has its meeting at a hotel location.

Name of Function: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Location (Address & Room Name): \_\_\_\_\_

Billing: \_\_\_\_\_

**Set - Up**

Estimated number of attendees: \_\_\_\_\_

Type of seating preferred:     Theater    Classroom    Rounds    Crescent

- Headtable                       Podiums     Platforms     Tables with Skirting
- Wastepaper Basket             Telephone
- Additional Tables:
- Registration Table
- Exhibit/Handouts/Materials Table

Details/Additional Comments:

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**Audiovisual**

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|--|---|--|
| <input type="checkbox"/> Podium Microphone             | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Laser Pointer                 |
| <input type="checkbox"/> Table Microphones:<br># _____ | <input type="checkbox"/> Remote Control     | <input type="checkbox"/> Aisle Microphones:<br># _____ |
| <input type="checkbox"/> Slide Projector               | <input type="checkbox"/> Screen             | <input type="checkbox"/> Flipcharts:<br># _____        |
| <input type="checkbox"/> LCD Monitor                   | <input type="checkbox"/> Audio Recording    | <input type="checkbox"/> Video/DVD Recording           |

Details/Additional Comments:

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**Catering**

- Catering Ordered                       Catering Not Needed

Details/Additional Comments:

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Guarantee \_\_\_\_\_

Set-up Over Guarantee \_\_\_\_\_