HAMILTON COUNTY
Mental Health &
Recovery Services Board

Pre-Meeting Conference Room Checklist

I verify that the following statements are true (checkmark)

Meeting Preparedness

[] My meeting was scheduled using MHRSB's conference room scheduling page (website).

[] I have all items needed for my meeting (if applicable), including:

[] Copies, handouts, and all other presentation materials

[] Food and all related supplies (plates, napkins, utensils, cups, etc.)

[] Writing utensils and any other needed materials

[] My presentation or video is on a flash drive (not on a laptop or in e-mail)

Technology Notes

[] Wi-Fi access and projector compatibility with non MHRSB equipment are not guaranteed

[] MHRSB staff do not provide assistance with equipment not owned by MHRSB

Building Access

[] Our office opens at 8:30 AM (reception begins at 8:15 AM). Guests may not enter the building prior to 8:15 AM without prior arrangements

[] I have made prior arrangements to enter the facility prior to 8:15 AM

[] I do not need access to the facility prior to 8:15 AM

Signature of onsite contact: _____Date _____