Basic Checklist for Courses, Meetings, Conferences, and Events:

- Dates
- Times
- Locations
- MIT Cost Object (if paying with one)
- Will there be an overflow location?
- What is needed for microphones (hand held/lavalier)
- What is needed for video (projection/LCD monitor)?
- Do you want an audio recording?
- Do you want a video recording?
- Is video conferencing needed?