Basic Checklist for On-Campus 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?

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

- Dates, Times
- MIT Cost Object (if paying with one)
- How much online security do you need?
- How many attendees/participants?
- Will it be participation based or will attendees only view and listen?
- Are Breakout Rooms needed?
- Do you want a video recording?
- Do you want to use polling?
- Do you want to use Q&A?
- Do you anticipate needing the use of Closed Captioning or ASL?