



Operations: FINDING MEETING SPACE

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Finding appropriate meeting space for your society's meeting can be challenging, particularly if your organization is looking for free or inexpensive places on weekend. Always ask your members if they have a connection to some free meeting space.

There are several **important characteristics** of good meeting space:

- Central location (near interstate exits or public transportation)
- Comfortable chairs/seating built for adult bodies
- Temperature that can be controlled by the person running the meeting
- Tables for the attendees as well for the meeting facilitator and/or speaker
- Central location
- Elevators (if the room is on a second or higher floor)
- Available restrooms
- Good lighting
- Easy and free parking
- Free of noise and other distractions
- Secure

Some **optional characteristics** are:

- Free wireless access
- White or blackboards and markers
- A projector/screen
- Kitchen area or coffee room
- Copy machine

Free and inexpensive meeting places can often be found at

- Local synagogues, JCCs, community centers, and churches
- Local Mormon family search centers
- Retirement centers
- Local municipal libraries; private university libraries
- Some coffee shops and restaurants (if food is ordered)
- Private vocational schools (I hold my meetings at a real estate school—perfect set up!)
- Wherever local Toastmasters-Rotary-Kiwanis clubs meet
- Community college facilities
- Local chamber of commerce

If your organization has some money available for meetings, consider

- Hotel conference rooms
- Movie houses
- Corporate offices that are not using their facilities on the weekends
- Firms that offer flex space. See <https://liquidspace.com/>; <http://www.meetings.com>