

MEETING PLANNING CHECKLIST

From stages to easels to podiums, we'll set you up to host a meeting that impresses your boss.

- Stage
- Guest Tables
- Classroom Tables
- Food Tables
- Linen
- Coffee Maker
- Coffee Urn
- Coffee Mugs
- Coffee Saucers
- Projector Screen
- PA System
- Mic Stand
- Easels
- Podium
- Pipe and Drape
- Display Boards

NEED HELP? CALL OUR SUPPORT TEAM AT 513-772-1929

Academy Rental Group

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