

SMART  HOMES

SMART  OFFICES



# ROOM DESIGN CHECKLIST



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## ■ YOUR GUIDE TO CREATING EFFECTIVE CONFERENCE ROOMS

**Ready to refresh your meeting space? Whether you're looking to update your board room, training room, council chambers, or a unique meeting space, choosing the right layout and supporting technology is critical to getting the most out of your investment.**

**When considering your audio video conferencing options, think about how you will use the room. Do your meetings typically involve a single presenter, or will you have people joining remotely on a regular basis? Is having the ability to record or live-stream a meeting required? Will each person need their own microphone and screen, or will presentations be shown on a large screen for everyone to see? Will the room use one standard setup or is a flexible meeting space essential?**

**In this free tool, we'll guide you through the basics of meeting room design and setup so you can get the most out of your space.**

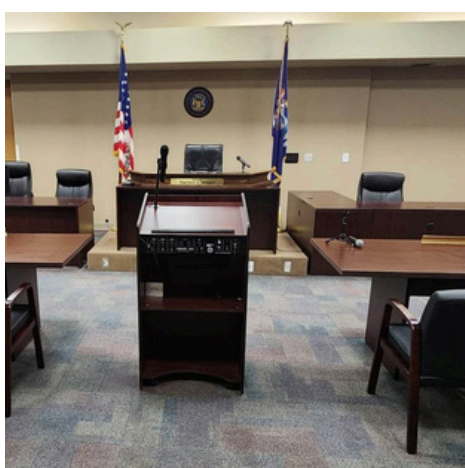
## ■ PLAN WITH PRECISION

- **If you're planning a new meeting room or upgrading an existing space, our free Municipal Room-Planning Tool will help you evaluate your needs, choose the right AV features, and prepare for a seamless installation.**
- **Our engineering team specializes in designing municipal meeting spaces that are simple to run and built to last. That's why we've put together this tool to help you sort through the clutter and identify the features you need for your unique spaces.**

*Municipal meeting spaces are evolving fast — and reliable audiovisual systems are now essential for transparency, hybrid participation, and public engagement.*

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**If your municipality needs seamless in-person, remote, and live-streaming functionality, we can help design a room that supports all three. From administrative conference rooms to council chambers — we specialize in reliable AV systems that exceed expectations. Contact us for a free on-site assessment.**

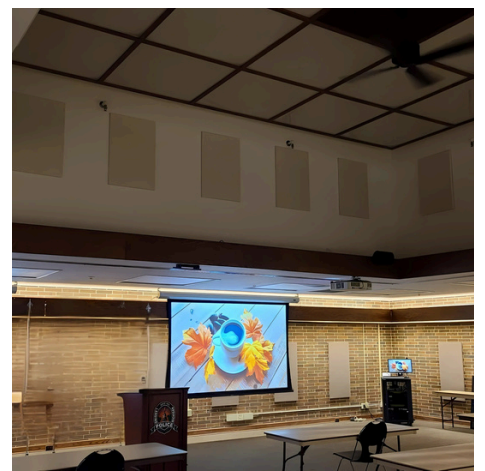
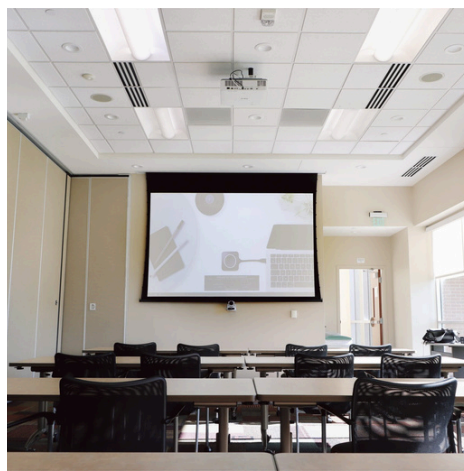


## DEFINE THE ROOM'S SIZE AND PURPOSE

With so many room design options and video conferencing systems to choose from, how do you know which is best for you? A lot depends on the room's dimensions, the number of people the room will hold, and how you typically use the space.

As you walk through the designated meeting rooms in your building, how do you envision using each space?

Check all that apply	Use Case	Room Type	Capacity
<input type="checkbox"/>	1-on-1 calls or focused work	Phone Room	1–2 people
<input type="checkbox"/>	Daily stand-ups, quick huddles	Small Mtg. Room Avg. 10 x 10 sq. ft.	4–6 people
<input type="checkbox"/>	Team meetings, hybrid sessions	Med. Mtg. Room Avg. 10 x 20 sq. ft.	6–10 people
<input type="checkbox"/>	Executive meetings, town halls	Large Mtg. Room Avg. 20 x 25 sq. ft.	8+ people
<input type="checkbox"/>	Group discussions, Boardroom	Large Mtg. Room Avg. > 500 sq. ft.	10–20 people
<input type="checkbox"/>	Presentations, training sessions	Training Room Avg. > 500 sq. ft.	20–40 people
<input type="checkbox"/>	Informal collaboration, events	Large Open Space Avg. > 500 sq. ft.	Variable
<input type="checkbox"/>	Large room that can expand or contract with collapsable walls to accommodate larger groups.	Flexible Space Avg. > 800 sq. ft.	Variable
<input type="checkbox"/>	Stage and formal event space.	Theater Avg. > 1000 sq. ft.	Variable



CONTACT US FOR A **FREE** ROOM ASSESSMENT

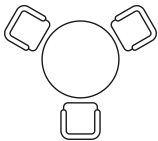
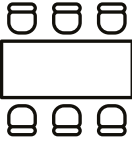
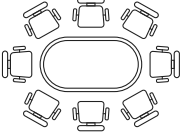
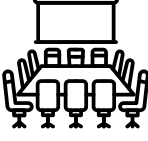
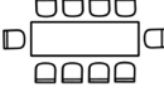
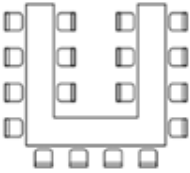

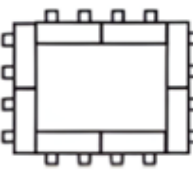
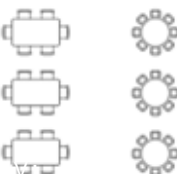
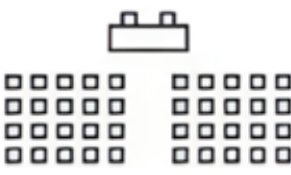


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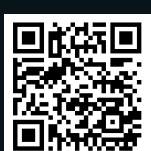
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# YOUR VISION FOR THE ROOM'S LAYOUT

Some rooms have a set use and layout that rarely changes, while others require greater flexibility in how seating can be arranged, the number of people it can accommodate, and how meetings will be conducted. Below are some common meeting room layouts. As you walk through the space, think about how the room will be used and who will be using it. Select all layouts that apply to the space.

Check All That Apply	Layout	Use Case / Capacity	Room Type
<input type="checkbox"/>		A compact conference space, ideal for 1-4 people. Average dimensions are 80 sq. ft.	Huddle Room
<input type="checkbox"/>		Best suited for 4-6 people. Average room dimensions are 100 sq. ft.	Sm. Mtg. Room
<input type="checkbox"/>		Best suited for 6-10 people. Average room dimensions at 300 sq. ft.	Med. Mtg. Room
<input type="checkbox"/>		Best suited for 8+ people. Average room dimensions are 500 sq. ft.	Lrg. Mtg. Room
<input type="checkbox"/>		Classic long-table setup. Ideal for 10-20+ people depending on room size.	Boardroom
<input type="checkbox"/>		U-Shape layout works well for in-person and video conferencing meetings where the focus is on a speaker or a display located at one end of the room.	Large Open Space
<input type="checkbox"/>		Ideal for lecture halls or large presentation spaces. This setup works best when all attendees face the front of the room.	Classroom /Training Rm.
<input type="checkbox"/>		Hollow Square layout facilitates group communication and gives the presenter/moderator the ability to work from the center of the space.	Large Open
<input type="checkbox"/>		Banquet layout is perfect for special occasions or meetings where food is served, or breakout discussions take place.	Large Open
<input type="checkbox"/>		Ideal for town hall meetings, stage performances, or other community events where you need to have a larger team presenting, often with a stage.	Theater

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## WHAT OTHER CAPABILITIES WOULD YOU LIKE THE ROOM TO HAVE?

Check all that apply	Additional Capabilities
<input type="checkbox"/>	<b>High-Quality Audio/Visual Equipment for Any Room Setup. Ensure that presentations are visible and audible to all attendees. Below is a list of our most frequently requested features. Please check all that apply to your space.</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Projector and screen</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Large LCD Display</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Interactive display for sharing meeting information</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Audio system</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>High-definition camera with wide-angle lens</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Microphones with omnidirectional voice pickup</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Ceiling</b> <input type="checkbox"/> <b>Lavalier</b> <input type="checkbox"/> <b>Handheld</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Wireless screen sharing and recording features</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Intuitive, easy-to-use display for quick start of meetings</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Teams</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Zoom</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Live Streaming</b>
<input type="checkbox"/>	<b>Meeting Room Scheduling. See real-time updates on room availability, and ability to access integrated calendar systems so you can view, book, extend, or cancel meetings.</b>
<input type="checkbox"/>	<b>Sound Management. Sound masking and sound dampening to increase privacy and improve atmosphere of the workspace.</b>
<input type="checkbox"/>	<b>Interactive digital signage or video wall for easy building navigation.</b>
<input type="checkbox"/>	<b>Surveillance Cameras.</b>
<input type="checkbox"/>	<b>Building, Door Access Control. Ability to manage and monitor building entry points remotely.</b>

## ADDITIONAL REQUIREMENTS

Click below to enter comments.