

**MEETING RESOURCES CHECKLIST
JUDGMENT FUND 1.0.0
FINANCIAL MANAGEMENT SERVICE**

RAD Roundtable: Thursday, June 2

Conference room needs to be available the afternoon of June 1 for set-up and to allow for a quick walk-through.

Equipment

- Laptop
- Projector
- Screen or White Wall Resources
- FMS scribe to document questions and key tasks (if any) Conference Room
- Set up of room – so all participants can see one another

RAD – Define Phase: Monday, June 13 through Friday, June 24

Conference room needs to be available for the full two weeks and contents locked for the night.

Equipment/Connectivity

- Laptop
- Projector
- Network Connectivity
- Screen or White Wall
- Overhead Projector
- Write-On/Wipe-Off Board, Markers, Cleaner, Erasers Resources
- FMS RAD Team and Kathy Curkendall (roles will be defined before June 13) Conference Room
- Set up of room – so all participants can see one another Supplies
- Post-It – Self Sticking Easel Sheets
- Markers for Flip Charts
- Flip Chart
- Notepads
- Pens