

PRESENTATION SET-UP CHECKLIST

1. Prior to Arrival

- Introduction sent to Introducer - bring spare copy
- Hotel facilities contact names and numbers
 - Catering _____
 - Operations _____
 - Security _____
- Workbook (always bring extras)
- Number of participants, names, company names, etc.
- Confirm agenda and time allowed for session
- Arrange time to test AV and view room in advance
- Make sure there are sufficient 3 prong plug ins/extension cords
- Evaluation forms

2. Furniture

- Seating - fax diagram in advance
 - space between chairs
 - 6 to 8 feet from speaker
 - large audience - several aisles
 - table for refreshments and food separate
 - registration table outside door
- Round tables - chairs only around back of table
- Gaffer tape - any cables and loose carpets
- Speaker - table for projector + workspace (product table separate from refreshment/food)
- Registration tables
 - Workbooks and pens
 - Directional signs
 - Registration list

3. Facilities

- Parking/Valet
- Unloading equipment/storing equipment
- Washrooms and Exits
- Sound and Light Controls
- Room Phone (Shut off)
- Ambient noise - (next door, kitchen?)
- Signage to event
- Catering/Hotel Operations
 - Services - Coffee/refreshments/meals - organize breaks
 - Room access
 - Restaurants

4. Audio Visual

- LCD - client providing- ask what type of connection
 - speak to AV company
 - bring convertors and cables
 - BRING BACKUP (CD, Overheads, workbook)
- Overhead Projector - spare bulb?
- Screen - at an angle
 - proper distance from projector
 - if there are lights above the screen have hotel shut them off or take them out
- Sound system - TEST PRIOR TO AUDIENCE IN ROOM
 - Microphone type - Lavalier/Handheld (Wired)/Wireless
 - wireless - ask for fresh batteries or bring your own
 - On/Off switch
 - Control panel for sound system
- Audio Recording* - Client providing/You provide?
- Video Recording* - Client providing?
 - * Negotiate rights

5. Volunteers

- Handouts
- Evaluation forms - collect them
- Assist with tasks in room - be specific
- Microphone handlers - instruct in advance

6. Speaker

- Water
- Test projector
- Test sound
- Flipchart?- fresh water based markers
- Participant materials
- Meet MC and Introducer
 - Introduction for Introducer
- Confirm start time and breaks
- Security during the breaks

Actual Day

- Meet and greet participants
- Announce starting in 5 min.
- Emergency exists, cell phones off, agenda overview, breaks, lunch etc.
- Make sure everyone has handouts
- Icebreaker (for seminars/workshops)
- Evaluation forms

Additional Considerations
