PRESENTATION SITE AND LOGISTICS CHECKLIST

Understand the presentation site/location and use it to your advantage with no surprises. Modify these for your own needs but use them early so you have time to implement all of the ideas they will generate.

- [ ] Room Layout and Size
- [ ] Visit Exact Location in Advance
- [ ] Directions via Transit/Parking Availability
- [ ] Dress Code
- [ ] Note Building/Street/Room
- [ ] Client/Department Office or Off Site
- [ ] Date and Time
- [ ] Assembly Point
- [ ] Set Up Time (Order of Presentation)
- [ ] Number of Tables and Chairs (Plan Layout)
- [ ] Draw a Layout/Seating Chart
- [ ] Lighting Controls (Dimmers, etc.)
- [ ] Ability to Darken Room
- [ ] Windows/Blinds (Can the light be shut out?)
- [ ] Power Outlets (Number and Location)
- [ ] Extension Cords/Power Strip(s)/Surge Projector
- [ ] Projector Overhead/35mm Slide/Data Projector
- [ ] Screen (Fixed or Portable)
- [ ] Easels/Flipcharts/Marker Pens
- [ ] Computer/Overhead Table(s)
- [ ] Rear Projection