



## Event Management Systems

Central London: 020 7407 2115

24 Hour Support : 020 7357 9240

hire@ems-events.co.uk

# Event Checklist

## THE VENUE

Can the room accommodate the stage set and the audience?  
Adequate parking for delegates?  
Check access for vans

## THE ROOM

Check size, height and shape of the room  
Check emergency exits  
Check access for set-up and exit  
Check disability access for delegates  
Check screening and blackout  
Decide room layout & comfort (heating etc)  
Sight lines - can everybody see the screen?  
What will be going on next door?  
Any overspill rooms needing sound & pictures?

## THE STAGE SET

Front or Rear Projection - screen size?  
Stage size and height - need steps?  
Wheelchair ramps?  
Corporate colour scheme?  
Floor covering and skirts?  
Logo graphics for the set?  
Lecterns and other furniture?  
Flipcharts, portable screens, boards?  
Plants, flowers, furniture, props?  
Access to room for large panel sets eg corridors, lifts etc

## LIGHTING / RIGGING

How much power is needed? (in AMPS)  
Will you need 3-phase mains?  
Are the lights being hung or ground supported?  
Special effects eg Colour washes, Gobos?  
Smoke machines, lasers and pyrotechnics?

## SOUND

Just voice or full music system?  
How many microphones?  
Lectern, floor stands or radio mics?  
Delay lines for long rooms?  
Mics for questions from the floor?  
Replay from tape, CD, Mini-Disc?  
Audio recording of the event?  
Induction Loop system for hard of hearing?

## PROJECTION

Computer projection - what resolution?  
Check your software versions  
Back-up computers?  
Seamless switcher for smooth switch-overs?  
Dedicated operator for slide changing?  
Need an OHP or LCD projector?  
Do you need monitors on lectern or top table?

## VIDEO

Which formats for play-out?  
Relaying live video on screen?  
Relay to overspill rooms?  
Video recording of the presentation?  
Mixing video with computer images?  
Live videoconferencing links?

## BREAK-OUT ROOMS

How many & what size groups?  
Equipment? (Laptop, Projector, screen)  
Consumables? (pens, pads, acetate)

## HEALTH AND SAFETY

Where are the light switches - and fuses?  
Cables around stage?  
Cables in the seating area?  
First aid provision?  
Risk assessment required?  
Where are the fire exits?  
Have you got floor plans?

## REHEARSALS

Have you allowed time?  
Have you informed everybody?

## ...AND FINALLY

Don't forget to tell them –

**“Please switch off your mobile phones!”**