



# 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!”**