## OPPORTUNITY/FINANCIAL/DINNER SEMINAR CHECKLIST

Locatio	on: Date:	
Speake	rs:	
Greete	rs:	
Ushers	/Seating Personnel:	
Call to	Action Presenters:	
		Responsible Person
a a	Presentation (CD, Flipchart, Disk, etc)  Packets of Material:  O Third Party Literature and Prospectus, Brochures, Articles,	etc
	O Business Card	
	o Response Card	
	o Pens, Pencils and Paper	
۵	Call to Action Packets	
a	Sign-In Sheets/Clipboards	
	Nametags for guests/red and blue markers	
۵	Nametags for representatives	
۵	Pre-questionnaire/Post-questionnaire	
Q	Follow-up Interview Sheet	
Q	Door Prizes:	
	<ul> <li>Product provider give-aways</li> </ul>	
	<ul> <li>Potted plants</li> </ul>	
	o Grand prize (optional)	
۵	Menus/Weekly Itinerary/Agenda	
	Overhead Projector with extra bulb	
٥	Extension Cord with 3-hole adapter	
۵	Screen/Laser Pointer	
o	Computer and LCD projector	
	Pre-seminar music or video (radio and CDs)	
a	Microphone/Digital Clock (Prompter)	
٥	Awards	

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## Responsible Person

	Introduction Sheet for Speaker	
0	Agenda Sheet on podium	
	4' - 6' Table in front with Tablecloth	
	1 Flip Chart with Markers	
۵	Dry Eraser Board w/Assorted Markers	
a	½ VCR w/Monitor	
	Free Standing Screen (preferred, but fixed screen OK)	
O)	Lavaliere Mic/Headphone Mic (if more than 60 people), Wireless preferred	
۵	Back up handheld microphone (wireless preferred)	
۵	If corded, Microphone cord long enough to reach back row	
۵	1' high Riser, if more than 100 people	
۵	Stairs set in front of Riser	
a	6' Table near door for Educational Materials Display	
<u> </u>	Location/Room Temperature to be set at 70 degrees	
a	Location of Posting of Signs (How can they be mounted?)	
۵	Test Audio/Audio Equipment	
a	Test Microphone	
0	Lights tested & location of controls	
a	Window shades/blinds are closed	
0	All ashtrays removed from meeting room	
0	Staging items & props	
0	Tape mark for end of stage and for video taping	
۵	Has seating been reserved, taped & marked off	

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		Responsible Person
۵	Room set-up & copy of diagram (1 w/stage, 1 w/o stage)	
	Back-up batteries "AA" & "AAA"	
a	Has house music been disabled	
	2 bottles of room temperature water for presenter	