

OPPORTUNITY/FINANCIAL/DINNER SEMINAR CHECKLIST

Responsible Person

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

OPPORTUNITY/FINANCIAL/DINNER SEMINAR CHECKLIST

Responsible Person

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