



## Equipment Checklist

Date:

Location:

Contact:

To help your meeting planning team, please see my equipment requirements to help the presentation run smoothly.

**Set up the room with the following:**

### A. Seating

- The One Minute Presenter Workshop (one table for every 5 participants)
- Large group learning seminars (over 20 people, chairs only)
- Speak like an Executive Boot Camp (chairs arranged in a semi-circle)  
Name tag or plate for participants [workshop and boot camps only]

### B. Room

- Stage / Platform (recommended for more than 50 participants)
- Table in front of room for props and materials
- Table in front of room for books
- Lectern (For introducer only)
- Flip chart with paper
- A4 paper for participants with pens / pencils

### C. Audio/Visual: A PA system is required for more than 30 participants

- Fixed microphone for introducer on lectern
- Microphone, cordless, lavalier
- Handheld microphones for participants (at least two)
- Backup computer. Operating System running Win-XP with Office 2003 and USB port
- LCD projector
- Screen for projection. Sized for the number in audience. Locate diagonally (45 degrees) to speaker's left side, in front corner of room
- table or stand for notebook computer and LCD projector
- Room lighting. Darken room. Concentrate light on speaker in front center of room.

**D. Recording:** No recording unless agreed in advance. If any part of the program is to be recorded, a master copy for Warwick would form part of the contract.