

Affiliate of



## ON-SITE CHECKLIST

- ✓ Is the room set up as you requested?
- ✓ What is the seating ratio? (For comfortable classroom seating, there should be two people per six-foot table or three people per eight-foot table.)
- ✓ Are requested staging items and props in their place?
- ✓ Are all ashtrays removed from the meeting room?
- ✓ Is the room set at a comfortable temperature (around 70 degrees)?
- ✓ Where is the temperature control? Can you work it, or must you call a service person? How do you reach them?
- ✓ How quickly will maintenance respond to your needs? How quickly will the room adjust to changing the thermostat?
- ✓ Where can signs and posters be placed? How should you mount them? Are all signs and posters secure?
- ✓ Has all the A/V equipment you requested arrived? Is it set up? Has it been tested?
- ✓ Who is the A/V technician supporting your program? How do you locate him/her if you have a problem?
- ✓ Has your microphone been tested? Is the volume at the correct level? Check all the areas from where you will be speaking for feedback.
- ✓ Is there a backup microphone? Has it been tested?
- ✓ If you're taping your program, has the audience been "miked" so their responses (applause, laughter, questions) will be picked up?
- ✓ Has the house music been disabled?
- ✓ How is the room lighting controlled? Will it be changed during your program? If so, do you have someone to change it and do they know how (and when) to change it?
- ✓ Are all batteries fresh? Are all light bulbs new?

- ✓ Are there any areas of inadequate lighting in your speaking area? Can they be fixed?
- ✓ If someone else is controlling your A/V, do they understand what you want and when you want it?
- ✓ Are you controlling your own A/V? If so, have you taped the buttons on the remote control that you won't be needing?
- ✓ Can the attendees see the stage and/or screen from all areas of the room?
- ✓ Will any distractions (clock, window, door, etc.) be visible *behind* you once you start your program?
- ✓ Have you marked (with masking tape) the edge of the stairs and the stage to avoid missteps?
- ✓ Have you taped down (with duct tape) all wires in your speaking area?
- ✓ Have you checked your schedule with the meeting planner? If you're unable to start on time, should you cut your presentation short and finish on time? Or should you speak for the entire length of time that was requested, even though it may throw the meeting behind?
- ✓ How will you know how you're doing on time? Is the clock (or whatever) easily visible?
- ✓ Have you taped (with duct tape) the latches on the ballroom doors so they can be opened and closed silently? Have you posted signs on the outside (and inside, if necessary) of the doors to control people's movements?
- ✓ Have the back rows been roped (or taped off) to encourage people to sit toward the front?
- ✓ Have you taped the agenda onto the lectern so you can find it easily?
- ✓ Is the ringer on the ballroom phone turned off?
- ✓ Are there markers for the flip chart or dry erase board? Are they fresh? Is there an eraser for the dry-erase board?
- ✓ What are the hours of the hotel's business center?
- ✓ What is the closest copying / business center outside the hotel? What are its hours?