

# Checklist for Meeting Planners

## Audio/Visual Equipment

### A/V Visual Equipment

- ☐ Is there an in-house A/V department? If not, can the facility recommend a company?
- ☐ Will someone from the A/V department meet the electrician and engineer before the event?
- ☐ Is the room accessible 24 hours before the function for setup purposes?
- ☐ Is the equipment insured?
- ☐ Who will provide security for the equipment?
- ☐ Can additional equipment be provided?
- ☐ Can a speaker preparation area be provided?
- ☐ If it is a multi-day event, is the space blocked in the evening to prevent tear down and setup?

### Meeting Room

- ☐ What is the room capacity?
- ☐ Will attendees have an unobstructed view of the screen or monitor?
- ☐ If columns are present, will they obstruct A/V presentation?
- ☐ Is there a built-in sound system?
- ☐ Is there a projection booth?
- ☐ How many computer hookups?
- ☐ Is the ceiling height adequate for projectors?
- ☐ Is remote light control capability available?
- ☐ Is electrical power sufficient?
- ☐ Are electrical features diagrammed?
- ☐ Will noise bleed through from adjoining rooms?
- ☐ Can windows be covered with shades or curtains?
- ☐ Are loudspeakers fixed or moveable?
- ☐ Does the room have a platform? If so, what is the height and size?
- ☐ Make sure staff understands what it means to have a 68° climate with a full room.

### **A/V Companies**

- ☐ Does the company simply rent equipment or provide production services?
- ☐ Are work references available? (This is a must!)
- ☐ How are costs calculated? Does the price include rehearsals, insurance, security, labor rates, and union considerations?
- ☐ What is the cancellation policy?
- ☐ What type of equipment is available?
- ☐ What support is provided for maintenance problems?
- ☐ Who is responsible for lost, stolen or damaged equipment?
- ☐ Can last-minute equipment demands be met? What are the additional costs?
- ☐ Can the supplier produce multiple video/DVD and CD copies for distribution and/or sale?

### **Rehearsals**

- ☐ Are rehearsals necessary?
- ☐ Will the room be available for rehearsals?
- ☐ How will feedback from rehearsals be incorporated into the program?
- ☐ What will rehearsals cost?

### **Equipment**

- ☐ LCD Projector
- ☐ Projection stands
- ☐ Remote control for projectors
- ☐ Screen(s)
- ☐ Video equipment (DVD, teleconferencing)
- ☐ Microphones (standing, hand-held, wireless)
- ☐ Notebook computer, mouse (note make and model)
- ☐ Lighting (white, multicolored, dimmer, other)
- ☐ Auxiliary equipment (laser pointers, flip charts, slide trays)

### **Music**

- ☐ Outside sound system (if in-house system is unacceptable)
- ☐ Piped-in music
- ☐ Loudspeakers (stereo)
- ☐ Mobile loudspeakers

- ☐ Musical instruments
- ☐ Amplifier for live music
- ☐ CD capabilities

Notes: \_\_\_\_\_

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