

SEMINAR ARRANGEMENTS CHECK LIST

GENERAL INFORMATION

Presentation Event/occasion:

- Audience (general) – estimated number of attendees
- Audience (specific individuals) – estimated number of attendees
- Date & time
- Location (city)
- Address of facility
- Building contact
- Security provisions
- Floor telephone access/phone number
- Other pertinent information

Presenters:

- Speakers
- Other team members
- Other relevant participants
- Topics

TYPE OF PRESENTATION & EQUIPMENT

- Purpose
- Length of each speaker's presentation
- Visual aids required
- Audio-visual equipment required
- Computer equipment required
- Modem/Internet access required
- Lighting equipment
- Easels, white boards, chalk boards
- Other requirements

CONFERENCE ROOM

- Diagram of layout and furniture arrangement for each location
- Reservations contact
- Layout for stage/dais area
- Seating: quantity and arrangement of seating
- Protocol observances
- Provisions for extra seating if required
- Tables on dais and in audience area
- Sound system for stage/dais
- Microphones for audience area
- Stage lighting
- Chair(s), podium, other stage requirements
- Tables for handouts, information pamphlets, registration
- Registration, pre-meeting area
- Telephones
- Other

PERSONNEL

- Audio-visual operation
- Computer operation
- Distribution/demonstration support
- Secretarial
- Registration
- Security/building

Other

MATERIALS

Name tags, place cards, registration materials – number required

Handout materials – number required

Pencils, notebooks, etc.

Locations of materials in conference area

Coffee, tea, other beverages

Brunch, lunch or other food if required

Other