

PART 6: Venue Checklist

Venue Name:

Address:

Contact Name, Email, and Phone:

Parking Notes:

Room/Bldg Notes:

AV & Equipment

Can venue supply what do you need?

- | | |
|--|--|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Speakers* |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Flip Charts |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Easels |
| Podium Mic ____ | <input type="checkbox"/> Markers |
| Handheld ____ | <input type="checkbox"/> Sign-In Table |
| Standing Mic ____ | <input type="checkbox"/> Chairs |

***Are you showing a video or playing music from a laptop?**

Remember speakers so that it can be heard.

Room Checklist

Room Set-Up:

- Theater style
- Classroom style
- U-Shape
- Hollow-Square
- Other:

Will the venue post directional signs? YES NO

If "NO," can you post signs? YES NO

Water for speaker(s): YES NO

Can you bring in your own food? YES NO

Number of Chairs:

What time can you arrive for set-up? _____

Number of Tables:

By what time you need to be out? _____

Sign-In Table: YES NO

Location: