



## EVENT CHECK-LIST

**This is a list of preferred event requirements. If these are not practical or available, please let us know and we will work with you.**

### **Planning Requirements (6 weeks prior to the event)**

- Complete and return our Pre-program Consultation Form
- Send a copy of your agenda or working conference timetable
- Engage in a Planning Conversation with Helanie Scott

### **Seating**

- Large Groups: theater or classroom
- Small Groups:
  - First preference – "U" or "V" shape,
  - Second preference – Conference Table

### **Audio Visual Requirements**

- Wireless lavalier microphone (for audiences of 25 or more)
  - Fresh batteries and a back up microphone
- LCD Projector with hookup for PC
- Audio hookup for PC
- Two plain chairs on the platform
- Two Flipcharts – One on each side of the screen, with markers.
- Large screen (8 to 12 foot preferred)
- Riser (for audiences of 50 or more)
- A/V technician needed
  - One hour prior for review of equipment, sequencing, and mike check
  - 15 minutes prior to presentation for mike check
  - On site during presentation for audiences of 100+
- Please remove all podiums or lecterns from the stage.