



# YOUR QUICK CHECKLIST FOR AV MEETING

Audio Visual (AV) has the ability to give your Business Event the wow factor you are looking for, but it also has the threat of delaying proceedings or impacting on the overall event. Use this checklist before meeting with the on-site AV manager to identify your needs.

Client Name:

Event Date:

## AV REQUIREMENTS

- Data Projector
- Screen - Quantity:
- Laptop
- Computer Audio (included in presentation)
- Videos (Computer or DVD)
- Power to tables (cables/multi-boxes)
- Lapel Microphone
- Hand Held Microphone
- Lectern & Microphone
- Sound System (required for Microphones)
- Laser Pointer/Remote Mouse
- Whiteboard - Quantity:
- Flipchart - Quantity:

## BRING YOUR OWN LAPTOP

- PC Laptop?
- MAC Laptop?

Cable type to connect to the Projector?

- VGA Output
- HDMI Output

If MAC please remember to bring all connectors as these vary between MACs

## ON-SITE AV TECHNICIAN

- Will you require an On-Site AV Technician\*?
- Timings For Event:
  - Pack In (Date & Time)
  - Event Start (Date & Time)
  - Event Finish (Date & Time)

\* Charges may apply.