Room Dynamics

What is the size and shape of the room?

How many seats?

Is there a raised stage? Or are you on the same level with the audience?

What is the floor plan?

Is there anything unusual or obstructive about the room? (large poles in middle of the room that can inhibit view, unusually loud HVAC system, ambient light from windows, etc.)

Audience Dynamics

What is the audience setup?
- ☐ Theater style? (chairs only, arranged in rows)
- ☐ Classroom style?
  - ☐ Individual desk/chair sets
  - ☐ Shared tables with chairs
  - ☐ Desks with computer monitors
  - ☐ Other
- ☐ Boardroom style? (all gathered around one table)

Will the audience be in the dark or in the light?

Will the audience be eating/drinking?

Speaker Equipment and Technology

- ☐ Microphone type
- ☐ Computer type
- ☐ Presentation software on computer
- ☐ Computer projector type
- ☐ A/V cords
- ☐ Projection screen or monitor
- ☐ White board
- ☐ Erasers
- ☐ Markers
- ☐ Clicker
- ☐ Extension cords
- ☐ Batteries

- ☐ Projector bulbs
- ☐ Laser pointer
- ☐ Overhead projector
- ☐ DVD player
- ☐ Television
- ☐ Speaker phone
- ☐ Lectern
- ☐ Podium
- ☐ Internet access
- ☐ Backup devices (flash drive, CD, DVD, etc.)
- ☐ Other