Room, Equipment, and Technology Checklist

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

Data display

Screen size/aspect ratio of the data display

A/V cords

Projection screen or monitor

Whiteboard

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