

## Using Presentation Technology Checklist

Use the following checklist to determine which items you require for your presentation and then arrange for each item to be available.

### Computer Equipment

- Laptop computer
- Power adapter
- Power cord(s)
- Mouse
- External CD/diskette drive
- Port replicator

### Data Projector & Remote

- Data projector
- Data projector power cord
- Data projector remote
- Remote device
- Remote receiver
- Cord from computer to data projector
- Cord from PC audio to data projector
- Cords from DVD/VCR to data projector

### Cables & Devices

- Surge protected power bar
- Power extension cords
- VGA extension cable
- Ethernet cable
- Phone cord
- Security device for laptop
- Security device for data projector
- Laser pointer

### A/V Equipment

- DVD/VCR player
- Remote for DVD/VCR CD player
- Microphone
- Microphone cords
- Mixer
- Speaker system
- Screen
- Tables for equipment

### Presentation Media

- Presentation software on laptop
- Presentation file on laptop
- DVD/video tape(s)
- CD(s)
- Web browser on laptop
- Browser plug-ins on laptop

### Presentation Notes/Support

- Speaker Notes
- Slide List
- Reference material
- Participant materials/handouts
- Paper master copy of materials

### Event Details

- Contract for rental equipment
- Contract for venue
- Contract with event organizer
- Contact list for equipment suppliers
- Event organizer contact list
- Logistics details – time, place, parking, etc.
- Confirmed travel arrangements

### Backups

- Presentation file on CD/memory stick
- Presentation software viewer on CD/memory stick
- Materials masters on CD/memory stick
- Screen prints of web pages on CD/memory stick
- Extra batteries for remotes