

PROGRAM CHECKLIST

_____ Speaker(s) arrangements complete (invitation letter, map/directions, AV needs, handouts, etc.)

_____ AV Equipment

- _____ Microphone
- _____ Screen
- _____ Projector (overhead, slide, movie, video)
- _____ VCR and monitor
- _____ Extension cords
- _____ Plug Adapters
- _____ Computer equipment
- _____ Other AV

_____ Room Arrangements

- _____ Seating
- _____ Podium
- _____ Flipchart, paper, markers
- _____ Nametags
- _____ Handouts
- _____ Directional Signs
- _____ Other room details

_____ Refreshments

- _____ Coffee maker and coffee (decaf, regular)
- _____ Hot water and tea (regular, decaf, herbal)
- _____ Juice
- _____ Sweetener
- _____ Cream (real or non-dairy)
- _____ Lemon
- _____ Spoons/stirrers
- _____ Cups (hot and cold)
- _____ Napkins
- _____ Plates
- _____ Forks
- _____ Tablecloths
- _____ Serving trays/cutting and serving utensils