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