

ITEM	AVAILABILITY &	CONTACT	NOTES & MORE
TRANSPORTATION	QUESTIONS		QUESTIONS
How will you get there?	Drive, taxi, air, public transpo, or a combo	Debby = travel agent - phone # + email	
What is travel time?	<ul style="list-style-type: none"> • Drive time 12 hours • See if there is train service • If yes, check travel time and cost versus flying 	AIR - 6 hours check-in/out including flight time 2 hours ground transportation to training venue Cost of airfare + ground transpo	<ul style="list-style-type: none"> • Find out if Aunt Harriet will pick me up, so I don't have to rent a car. • Harriet's phone # or other contact info
What are travel costs?			
What are the venue parking arrangements/costs?	<ul style="list-style-type: none"> • Venue does not have its own parking. • Use nearby garage. • No on-street parking 		<ul style="list-style-type: none"> • \$12/hour to park in garage. • Take cash to tip valet, if applicable
Should You Spend Night Closer to Event?	Beaming Betty's or Happy Harry's house If not, what is closest hotel? Costs? Take money for tips, too.	Beaming Betty or Happy Harry Contact Info Phone: Email: Emergency #: Hotel Reservations URL or phone	<ul style="list-style-type: none"> • How close is it to the venue and how hard is it to get to the venue in time to set up? • Is that their vacation week? • Are their kids home for Spring Break so there are no spare bedrooms?
	CONTINGENCY	PLANS	
Rain Date or Cancel	Rain Date = May 14 at same time	Cancel, if snow	Find out how to notify attendees if the presentation is canceled or running.
	VENUE CONDITIONS		Questions/Notes

<p>Room / Venue</p> <p>Auditorium</p> <p>Are you responsible for Registration too?</p> <p>Is there venue parking available to you and/or staff, even if it is not for attendees?</p>	<p>Do you need a registration table or greeters outside the main venue?</p> <p>Is there a cost? Who pays?</p>	<p>Miz So & So + contact info</p> <p>Tech Support staff contact info</p> <p>Setup staff contact info</p>	<ul style="list-style-type: none"> • Who will staff the registration table or greet attendees? • What materials or handouts do they need? • Do you have to supply them or does the host/or venue? • Do they need Internet access at the registration table for sign-ins, payments, etc.? • Where will personal belongings be kept while staffers and you are working? • Is there a coat room for attendees? • Where are the restrooms? • Where will staff go for breaks or meals? • How many seats? • Stage or space in front of seats? • Is there a loading dock at the venue if you need one?
<p>Indoor/Outdoor</p>	<p>Outdoor</p> <ul style="list-style-type: none"> • In flyers, mention things participants will wish they knew in advance. • Should people bring bug spray, ponchos, seating, or water for outdoor venues? • Give directions 	<p>Contact person and info</p>	<ul style="list-style-type: none"> • What are the acoustics? • Will you have tech support? • Mics and speakers? • Internet? • Where are restrooms? • Weather forecasts

Overflow Crowd arrangements	Yes	Miz So & So / venue administrator + contact info	Need big screen and sound set up in a separate room Tech staff?
Speech: interactive or lecture style? Do you need breakout rooms?	Lecture, breakouts, and Q&A at mic	A/V coordinator or space booker + contact info	Is there room for breakout sessions or small stretch breaks? Are mics available for questions from the audience?
Temperature	<i>Hotels keep it freezing (think of your audience, not just you)</i> Too hot, and your listeners will get sleepy - especially after a meal		Dress in a couple of layers, so you can add or remove clothing to be comfortable.
Lighting	Can lights be dimmed or off for videos/Ppts? Spotlight speaker?	A/v coordinator + contact info	Does audience need to see to write notes? Who will turn lights off/on?
Podium	Yes/stand-alone or desktop Will you have water? Where will you keep it during the presentation? If presentation includes a temporary panel of speakers, who is going to bring in and remove table and chairs before and after panel presentation?		If no, what are you going to do with your materials while you present? Will you have water? Where will you keep it during the presentation?
Microphone	Yes - Lavalier, tabletop, or mic stand	A/V Coordinator + contact info	Do you like to walk while presenting? Need lavalier or hand mic
What is setup time?	½ hour 7:30 a.m. start		
What is strike time?	½ hour noon start		

Can someone help you carry in and/or set up	Yes and no If no loading dock, can you get permission to park close to entrance to load/unload?		Staff will help unload an reload vehicle, but not set up
Is clean up provided?	No		Bring trash bags/cloth and allow time for cleanup after the presentation, remembering that attendees may approach you with questions before you can start cleaning the space.
Is security provided?	Yes	Security Supervisor + contact info	If not provided, what do you need? Keys? Codes? Lighting?
DISPLAYS AND PAYMENTS	<i>Think about security</i>	<i>as you contemplate</i>	<i>taking payments in cash or by credit card</i>
Product Displays	1 small table; no drape		Bring banner, business cards, flyers.
Usable Electrical outlet	Yes, but....		Bring an extension cord
Love Offerings	Use above table? Bring your own?		Where will you set up and how?
Payments	Use above table? Bring your own? Can you have someone else staff the table and take payments?		Where will you set up and how? Bring payment paraphernalia*
*credit cards – receipts or email their receipts	Cashbox and receipts (1 copy them; 1 for you)	Laptop or phone, if you want them to pay via web.	Remember to meet audit standards in your payment practices
Sign-up sheet	Where does that go/? Provide a pen also. Might use a smart device for them to register.		Get permission to use that Info for mail list
	TECHNICAL NEEDS		

Internet/Wi-Fi?	yes If venue Internet is down, do you have a portable source to bring with you?	A/V or space coordinator + contact info	Their A/V IT staff will or will not provide tech support. If not (or they don't show up), what's your plan?
A/V projector	Yes		<ul style="list-style-type: none"> • Will help set up • get spare bulb for projector • remember to bring laser or other pointer
Projection screen	Yes		Screens/Internet
Audio only? Boombox	No		Bring your own
Laser Pointer	No		Bring your own
	ITEMS 4 AUDIENCE		
Pens, Pencils, Paper	Will they do things on smart devices or do you need these?		Supply items for attendees. Bring clipboards for them to use when writing
Goody Bags	Do you have to contact a designer and get them created & printed?	suppliers + contact info	Include your ad stuff and promo gifts, biz cards
	FOOD, DRINK, AND PAPER PRODUCTS		
	<i>Note: it is illegal for you to bring your own food and drinks to use in a restaurant or similar food establishment. It violates Dept. of Health Codes, and the establishment could lose its license. Don't do it.</i>		
Refreshments	No – bring your own. If yes, what do you need in terms of	grocery or caterer + contact info	Order coffee and pastries

	refreshments and food or drink service? How about cleanup after your sessions?		
Paper products and utensils	No		Include in order
Drinks	Only Water supplied		
	HELPERS		
Names + Contact Info	Specific Tasks	Need From You	Specific assignments to and Deadlines for each Task
OTHER THINGS			