



Another valuable resource from:

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Presentation Equipment Checklist

Use the following checklist to help you pack, prepare for a presentation, and specify audiovisual requirements. Create your own list based on your equipment needs.

Note: This checklist assumes a projector, projector screen, and microphone are provided although some presenters are responsible for these as well.

- _____ Laptop
- _____ Laptop power cord and adaptor
- _____ Extra battery for laptop
- _____ Presentation remote control
- _____ Extra AA and AAA batteries for remote and other equipment
- _____ Mouse and mouse pad
- _____ Three-prong extension cord or power strip
- _____ Duct tape to tape down cords
- _____ Monitor extension cord
- _____ Security cable for laptop
- _____ Small timer or clock to monitor presentation time
- _____ Backup copy of presentation on CD-ROM or USB flash drive
- _____ Hard copies of presentation slide show and presentation handout
- _____ Presentation notes
- _____ Extra copies of AV setup and presentation introduction
- _____ Network cable and wireless card for Internet access at hotel
- _____ Labels on laptop and all accessories
- _____ Cell phone, digital camera, MP3 player, and chargers
- _____ Adapters, surge protectors, airline chargers for international travel
- _____ Notebook speakers
- _____ Noise canceling headphones
- _____ Cough drops or throat drops
- _____ Stomach and first aid remedies
- _____ Eye mask for air travel
- _____ Color copies of passport, drivers license, reservations, and itinerary
- _____ Tip money
- _____
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