



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.

- \_\_\_\_\_ Laptop
- \_\_\_\_\_ Laptop power cord and adaptor
- \_\_\_\_\_ Extra battery for laptop
- \_\_\_\_\_ Remote control with remote control cable or USB connection
- \_\_\_\_\_ 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 and key 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
- \_\_\_\_\_

### **These items are optional depending on the presentation facility and location:**

*(may be part of an A/V meeting request)*

- \_\_\_\_\_ LCD projector with power cord and cable for connecting to laptop
- \_\_\_\_\_ Extra bulb for projector
- \_\_\_\_\_ Projector screen
- \_\_\_\_\_ Wireless, lavalier microphone
- \_\_\_\_\_ Adapters, surge protectors, airline chargers for international travel
- \_\_\_\_\_ Notebook speakers
- \_\_\_\_\_