

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 kitchen timer 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 phone cord for Internet connection in hotel room**
- _____ **Labels on laptop and all accessories**
- _____ **Cell phone, PDA, and chargers**

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

- _____ **LCD projector with power cord, lens cap, cable for connecting to laptop**
- _____ **Extra bulb for projector**
- _____ **Projector screen**
- _____ **Adapters, surge protectors, airline chargers for international travel**



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