



Conference/Event Organiser Checklist

T: 0121 561 4701 E: info@titanfilms.co.uk

Issue	Resolved?
<p>1. Does the venue have adequate free parking and accessibility from road and rail?</p> <p>Action: Include directions to venue and car park details with invitations</p>	
<p>2. Can all your delegates fit into the room and have you decided on an appropriate room configuration?</p> <p>Action: Consider appropriate room lay-out for the activity planned. e.g. Cabaret, Theatre or Herringbone.</p>	
<p>3. Have you booked the right sized screen for the amount of delegates?</p> <p>Action: Go to furthest seating positions from screen and assess adequacy of screen size.</p>	
<p>4. If branding and image are important to your event does your screen come with a drape kit or any form of set design or coloured table surrounds?</p> <p>Action: Drapes and/or sets provide a professional look to your event.</p>	
<p>5. Are all viewing angles acceptable i.e. no pillars in sight line of the screen and presenter?</p> <p>Action: Consider booking relay plasma screens if this is an issue.</p>	
<p>6. Have you booked an adequately powered projector for the size of screen?</p> <p>Action: Also consider if bright sunlight from the windows could affect the presentation. A larger screen will need a more powerful projector.</p>	
<p>7. Can the presenter be seen from all seating positions?</p> <p>Action: Consider booking a small stage riser for them to stand on.</p>	
<p>8. Can the presenter be heard from all seating positions?</p> <p>Action: Consider booking a lectern or lapel microphone.</p>	
<p>9. Is there a "top" table and will each person need a microphone?</p> <p>Action: Normally table microphones are sufficient for this activity.</p>	
<p>10. Is there going to be a Q & A session during the event?</p> <p>Action: Consider booking roaming radio microphones.</p>	
<p>11. Do you need to book an additional lectern light so that the presenter can be seen clearly?</p> <p>Action: Examine view from furthest seating positions.</p>	



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<p>12. Do your delegates need to make notes?</p> <p>Action: Consider room lighting for writing balanced against the projection on screen.</p>	
<p>13. Do you need an audio recording of your event so you can have it edited later as a podcast or for web-site use?</p> <p>Action: Ensure recording equipment is booked.</p>	
<p>14. Do you need a video recording of the event for absent delegates or for future promotional purposes?</p> <p>Action: Ensure cameras and cameramen are booked and briefed.</p>	
<p>15. What backup provision have you made with regards to a spare laptop and projector in case of incompatibility or projector failure?</p> <p>Action: Have a spare laptop and projector on hand.</p>	
<p>16. Is there adequate technical support on site to address technical/breakdown issues?</p> <p>Action: Check your support team have the right expertise.</p>	
<p>17. Will the delegates require refreshments and, if so, who is going to provide, how often and where?</p> <p>Action: Consider the length and timing of the event and ensure you book a supplier with a good track record at the venue.</p>	
<p>18. Have you organised who is going to meet, greet and direct the delegates to their seats?</p> <p>Action: Choose reliable people with friendly faces for this role.</p>	

Remember the Titan team are always available to offer advice and guidance and are around to make your job hassle-free. We're only a phone call away on **0121 561 4701**. www.titanfilms.co.uk