

# Presentation Equipment Checklist

Use the following checklist to spark ideas and to help you pack, prepare for a presentation, and specify audiovisual requirements. Then, 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. If you do bring your own projector, always remember the cable and an extra projector light bulb.*

**Client:** \_\_\_\_\_ **Session Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

- \_\_\_\_\_ Laptop with power cord and adaptor
- \_\_\_\_\_ Extra battery for laptop (if available)
- \_\_\_\_\_ Presentation remote control
- \_\_\_\_\_ Extra AA and AAA batteries for remote and other equipment
- \_\_\_\_\_ Mouse and mouse pad
- \_\_\_\_\_ Three-prong extension cord or power strip
- \_\_\_\_\_ HDMI cable and optional HDMI extension
- \_\_\_\_\_ HDMI to VGA adaptor to connect to VGA projectors
- \_\_\_\_\_ Projector dongles needed by your laptop (especially if you work with a Mac)
- \_\_\_\_\_ A/V or gaffers' tape to tape down cords
- \_\_\_\_\_ Monitor extension cord (to add distance between the projector and laptop as needed)
- \_\_\_\_\_ Security cable for laptop
- \_\_\_\_\_ Small timer or clock or timer app to monitor presentation time
- \_\_\_\_\_ Backup copy of presentation on USB flash drive and/or in the cloud
- \_\_\_\_\_ Hard copies of presentation slide show and presentation handout
- \_\_\_\_\_ Presentation notes
- \_\_\_\_\_ Extra copies of A/V setup and presentation introduction
- \_\_\_\_\_ Labels on laptop and all accessories with your contact information so they can return home to you
- \_\_\_\_\_ Cell phone, video camera, and chargers
- \_\_\_\_\_ Adapters, surge protectors, airline chargers for international travel
- \_\_\_\_\_ Laptop or Bluetooth speaker for presentation music and audio for workshops or small groups
- \_\_\_\_\_ Noise cancelling headphones for travel
- \_\_\_\_\_ Cough drops and dry mouth throat spray such as Singer's Saving Grace Soothing Throat Spray
- \_\_\_\_\_ Stomach and first aid remedies
- \_\_\_\_\_ Eye & face masks for air travel
- \_\_\_\_\_ Color copies of passport, driver's license, reservations, and itinerary (upload to cloud, store on phone)
- \_\_\_\_\_ Tip money
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