

CHECKLIST



Preparing Your Venue/Space

When participants arrive, you want to be ready to greet them. This checklist can be used to make sure your venue is ready for a discussion or presentation.

Arrive early.

- This will help you to feel comfortable in the room, and ensures that you have time to arrange or help arrange the space for the needs of your group.

Check equipment.

- Microphones and speakers: If you are speaking in a large room, check to see if you need a microphone. Confirm that the microphone and speakers are working. If they are not, you may need to ask participants to sit closer to you so that they can hear you.
- Computer/projection equipment: If you are using a computer and/or projection equipment for your presentation, make sure you check all of the following prior to the participants' arrival:
 - The laptop is fully charged or an electrical outlet is close to the computer.
 - There is an electrical outlet for the projector.
 - The projector is level so that the image on the screen or wall is also level.
 - The clicker, remote control or mouse to advance the PowerPoint slide is working.
 - If you are using equipment provided by your host, make sure you are familiar with how to use it.
 - If you need sound, confirm that there are speakers and that the volume will be loud enough that all participants can hear.
 - If you need an internet connection, confirm that you can access it.
 - If you are showing a video, confirm that it functions on the computer you are using.



If you are using presentation software, such as PowerPoint and you know that there will be no computer equipment, bring a chart pad with information from the slides or copies of the slides for participants. Have a few copies of your presentation materials printed just in case. If you arrive, and there is no computer equipment, or if it is not working properly, you may be able to provide copies of the slides to the audience.

Check the room temperature.

- Consider if the room is too warm or too cold. If it is, ask the host if there is a way to adjust the temperature.

Provide directions.

- Use signs, balloons, ribbons or other materials to identify the room and/or building where your event will take place.
- If the room is difficult to find, use signs or arrows to direct participants from the front door to the room where your event will take place.

Consider the placement of your materials.

- Place a sign-in sheet on a table where participants enter the room. This will help capture participant information as soon as they arrive.
- Place informational or educational materials where participants can see them. Arrange your materials on a table where participants can gather them when they enter the room. If that is not possible, place handouts on each chair.
- Make pencils or pens available. This will allow your participants to take notes.

Create opportunities for interaction.

- If you have a small group, arrange chairs in a circle so that everyone can be involved in the conversation.
- If you have a large group, arrange the chairs and tables in a way that allows conversation. If you have only chairs, arrange them in a “U”-shape or in small groups. If you have chairs and tables, arrange chairs around tables to promote conversation.



Don't forget! If you know that you will have men, women under the age of 40, older women or Black immigrants, bring materials that are tailored for them. This shows that you are attentive to their needs and welcome them at the presentation.