**DESB Event & AV Work Sheet**

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| Event name |  |
| Date |  |
| Time |  |
| Setup time |  |
| Location |  |
| Contact |  | Phone:  |

Attendee count:

Attendee types:

Rooms needed:

Have rooms been reserved? [ ] Yes [ ] No [ ] Needs to be [ ] Not applicable

Food: [ ] Breakfast [ ] Lunch [ ] Dinner [ ] Snacks [ ] None

Tables needed? [ ] Yes [ ] No How many? Where?

Chairs needed? [ ] Yes [ ] No How many? Where?

Easels needed? [ ] Yes [ ] No How many? Where?

Direction sign? [ ] Yes [ ] No How many? Where?

Coat rack? [ ] Yes [ ] No How many? Where?

Extra trash can? [ ] Yes [ ] No How many? Where?

***Elevator Access*** [ ] Yes [ ] No When? What floors?

* *If you will need help with any of the items listed, check the help box for that item.*

Will you need a podium? [ ]  Yes [ ]  No

Will you need a stage / risers? [ ]  Yes [ ]  No If yes what size?

Will you need access to A/V or computers? [ ] Yes [ ] No [ ] Help

Is the speaker using a thumb drive/memory stick with the podium computer? [ ] Yes [ ] No [ ] Help

If using own computer, what type of computer will be used? Make: Model:

If using an iPad 4 or 5, do they have a lighting connection cable? [ ] Yes [ ] No

What type of connection is being used? (VGA, HDMI, etc.)

Will you need a projection remote clicker? [ ] Yes [ ] No

Will you need a microphone? [ ] Yes [ ] No [ ] Help

What type of microphone? [ ] Wireless hand held? How many? [ ] Wireless Lavaliere? How many?

 [ ] Wired hand held? How many? [ ] Microphone stands? How many

Will you need additional sound systems i.e. a portable PA? [ ] Yes [ ] No Specify

Will you be using a [ ] projector or [ ] large screen monitor? [ ] No [ ] In-room or [ ] Portable [ ] Help

Will you need a conference speaker phone? [ ] Yes [ ] No [ ] Help

Will you need portable video conferencing? [ ] Yes [ ] No [ ] Help

Will you need web feeds: Skype, etc.? [ ] Yes [ ] No [ ] Help

Will you need videotaping? [ ] Yes [ ] No [ ] Help

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| Special or additional needs:  |
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