**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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