

Presentation Equipment Checklist

Use the following checklist to spark ideas and to help you pack, prepare for a presentation, and specify audiovisual requirements. 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 (VGA or HDMI) 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, digital camera, 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
- _____ 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, drivers license, reservations, and itinerary (upload to cloud, store on phone)
- _____ Tip money
- _____
- _____
- _____

