



## SPEAKER A/V CHECKLIST:

### PRE-STAGE:

- Emcee has introduction?
- Handouts (optional) distributed
- Outline in case powerpoint goes out
- Presenter's view turned on
- Close browser (to avoid calendar alerts)
- Power plugged in
- WIFI off
- Lavalier tested
- Remote clicker tested
- Test sound pick up (optional)
- Video clips tested
- Cell on mute
- Booth set up
- Wi-Fi set on phone/lpad for Square reader
- Assistant has screen lock password

### ON STAGE:

- Remote clicker
- Outline in case powerpoint goes out
- Sample handouts (to hold up as prop)
- Sample Opt-in form (to hold up as prop)
- 3 books to use for spot quiz
- Sample book (to hold up as prop)
- Water

### POST STAGE:

- Return microphone
- Signs, extra pens, business cards