

Presentation Planner Series – Form 3 - Logistics

Date of present	tation:				
Presentation length:		Talk duration:	Question t	ime:	
Venue Address	;				
Access from?					
Presentation re Time/Date	hearsal				
Audio Visual Requirements:				Required	Booked
	Data Proje	ector			
	Overhead	Projector			
	Screen				
	Whiteboa	rd			
	Flip Chart	+ Paper			
	Podium/L	ectern			
	Stage				
	Micropho	ne- Standing/Lapel			
	P/A				
	Laser Poi	nter			
	Video				
	Televisior	1			
	Music/CD	Player			
	Lighting				
	Other				

FamilyBiz

InvitationsWater for speakerConfirmationsPaperName TagsPensAttendance ListBlue TackHandoutsBull dog clips for paperPensName TagPaperCopy of HandoutsChairsOtherTablesSeat/chairMeals RequiredParkingMorning TeaTable/space for materialLunchSpecial RequirementsMeal TimesTheatre StyleMorning TeaClassroomLunchSpecial RequirementsMeal TimesTheatre StyleMorning TeaClassroomLunchAfternoon TeaOther RequirementsRound table discussion styleOther RequirementsRound table discussion style	Participant Requirements	Speakers Requirements		
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Other Requirements	Afternoon Tea			
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