



Presentation Planner Series – Form 3 - Logistics

Date of presentation:			
Presentation length:	Talk duration:	Question time:	
Venue Address			
Access from?			
Presentation rehearsal Time/Date			
Audio Visual Requirements:		Required	Booked
	Data Projector		
	Overhead Projector		
	Screen		
	Whiteboard		
	Flip Chart + Paper		
	Podium/Lectern		
	Stage		
	Microphone- Standing/Lapel		
	P/A		
	Laser Pointer		
	Video		
	Television		
	Music/CD Player		
	Lighting		
	Other		

FamilyBiz

Participant Requirements	Speakers Requirements
Invitations	Water for speaker
Confirmations	Paper
Name Tags	Pens
Attendance List	Blue Tack
Handouts	Bull dog clips for paper
Pens	Name Tag
Paper	Copy of Handouts
Chairs	Other
Tables	Seat/chair
Meals Required	Parking
Morning Tea	Table/space for material
Lunch	Special Requests from Venue
Afternoon Tea	Seating Requirements
Meal Times	Theatre Style
Morning Tea	Classroom
Lunch	U-shape
Afternoon Tea	Meeting/Board room style
Other Requirements	Round table discussion style