Step 6: Manage the Event Logistics

Technical Support

Create your own list or use the templates provided, adjusting as needed.

| √ | TECHNICAL SUPPORT – Items | Notes6, adapted |
| --- | --- | --- |
| Which of these items do we require? Who will supply what? Do we need to have tech support on site or can we manage on our own? What is the back-up plan if something goes wrong? |
|  | 1. Blackboard, whiteboard, flipcharts (stands, paper, Post-it pads) – number and locations
 |  |
|  | 1. Projection equipment, screen(s), monitors, televisions
 |  |
|  | 1. Cameras and related supplies
 |  |
|  | 1. Telephones, speaker phones, mobile devices
 |  |
|  | 1. Computer(s)/laptop(s), printer(s)
 |  |
|  | 1. Internet connection
 |  |
|  | 1. WiFi for participants
 |  |
|  | 1. Displays
 |  |
|  | 1. Extension cord(s), three-way plug adapter
 |  |
|  | 1. Batteries; extra batteries for all devices
 |  |
|  | 1. Extra projector bulbs
 |  |
|  | 1. Lighting: when, where and who will adjust it
 |  |
|  | 1. Chalk, markers (water-based, easy-to-see, unscented, various colors)
 |  |
|  | 1. Media players and recorders
 |  |
|  | 1. Microphones: specify type (e.g., lapel, head, cordless, table), number and locations
 |  |
|  | 1. Pens and pencils: types and numbers
 |  |
|  | 1. Podium
 |  |
|  | 1. Pointer for highlighting items on screens
 |  |
|  | 1. Portable/electronic storage for reports and documents created on site
 |  |
|  | 1. Power bar
 |  |
|  | 1. Resource tables
 |  |
|  | 1. Riser for speaker/panel table
 |  |
|  | 1. Specified font size for presentation materials
 |  |
|  | 1. Table or stand for projection equipment
 |  |
|  | 1. Other:
 |  |