Presentation Equipment Checklist

Use the following checklist 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 VGA cable and an extra projector light bulb.

- _____ Laptop
- _____ Laptop power cord and adaptor
- _____ Extra battery for laptop
- _____ Presentation remote control
- _____ Extra AA and AAA batteries for remote and other equipment
- _____ Mouse and mouse pad
- _____ Three-prong extension cord or power strip
- _____ Duct 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 to monitor presentation time
- _____ Backup copy of presentation on CD-ROM or USB flash drive
- _____ Hard copies of presentation slide show and presentation handout
- _____ Presentation notes
- _____ Extra copies of AV setup and presentation introduction
- _____ Network cable and wireless card for Internet access at hotel
- _____ Labels on laptop and all accessories
- _____ Cell phone, digital camera, MP3 player, and chargers
- _____ Adapters, surge protectors, airline chargers for international travel
- _____ Notebook speakers
- _____ Noise canceling headphones
- _____ Cough drops or throat drops
- _____ Stomach and first aid remedies
- _____ Eye mask for air travel
- _____ Color copies of passport, drivers license, reservations, and itinerary
- _____ Tip money
- _____
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