

Handy Supplies and Technical Aspects to Verify

THE SUPPLIES

An event is often divided into zones or clusters, each having its own importance and requirements to respect...

For the reception desk:

- ✓ Participants' name tags (with names printed and also some blank ones to manage onsite-registration or spelling errors)
- ✓ Lists of registered guests
- ✓ Name-tags for the conference speakers
- ✓ Roll-up banner
- ✓ Water and glasses for the speakers
- ✓ Directional signage, if needed
- ✓ "Reserved" cards for certain places

Communications:

- ✓ Floor signage (posters)
- ✓ Company pamphlets/brochures
- ✓ Attendee documentation (conference hand-outs, texts, agendas, etc.)
- ✓ Note pads and pens with company logo for the participants

Technical needs:

- ✓ Laptop computer for PowerPoint presentation
- ✓ Data projector
- ✓ Replacement bulb for the projector
- ✓ Microphones
- ✓ Multiple plugs
- ✓ Extension cords, power bars
- ✓ Video camera to record the event
- ✓ Instructions for the electronic devices

Office supplies:

- ✓ A notebook to keep track of issues to resolve
- ✓ Pens
- ✓ Highlighters
- ✓ Markers for paper and ceramic boards
- ✓ Paper cutter

- ✓ Rolls of Scotch tape
- ✓ Stapler with extra staples
- ✓ Scissors

First Aid kit:

- ✓ Bandages (cutters are sharp)
- ✓ Disinfectant
- ✓ Painkillers

THE TECHNICAL SIDE

On the day of an event, unforeseen incidents with the technical issues can cause unnecessary stress. You can avoid this by dressing a detailed list of items ahead of time and verifying it before your event begins. Remember to do it in time to address any issues that may arise.

- ✓ Think of the lighting: stage, dance floor, floor
- ✓ Design stage decorations
- ✓ Check the available electric capacity
- ✓ Evening Lighting: reception, dinner and after dinner
- ✓ Special effects
- ✓ Placement of the orchestra/band
- ✓ Guest access to the room
- ✓ Steps going to the stage
- ✓ Artistic performances
- ✓ Table centrepieces
- ✓ Speakers
- ✓ Room lighting
- ✓ The ceiling and suspended objects
- ✓ The podium
- ✓ The registration table
- ✓ Backstage lighting
- ✓ Air conditioning controls and adjustments
- ✓ The use of projections
- ✓ Microphones
- ✓ Walkie-talkie
- ✓ Make sure to have a flashlight