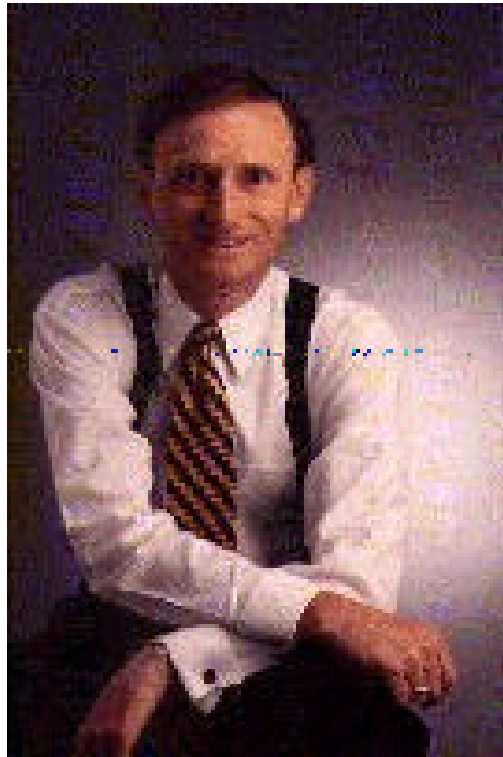


## SEMINAR GEAR PROVISION CHECKLIST

EVENT  
/DATE/CLIENT

\* cross out gear not required

ITEM	CLIENT PROVIDE/ ORGANISE	PDC PROVIDE/ ORGANISE
1. Venue	•	
2. Overhead projector	•	
3. Screen	•	
4. Slide Projector		
5. Whiteboard	•	
6. TV/video player		
7. Butchers paper and stand / flipchart	•	
8. Cd-tape player		•
9. Radio microphone • - hand held • - lapel	? if over 40 people •	
10. Powerpoint presentations for laptop Computer - Compaq Contura 4/25c		
11. Lectern	•	
12. Parking	•	
13. Room set-up	• U shape	
14. Start time		
15. Finish time		
16. Break times • M/T • LUNCH • A/T		
17. Name tags	•	
18. Number in audience		
19. Food/drink		
20. Extra writing paper	•	
21. Pens	•	
22. Overhead projector table	•	
23. Table at front of room		
24. Product table at back of room/entrance door	•	
25. Access time		



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PO Box 1509, West Perth, Western Australia 6872

Telephone 089 385 9990 Facsimile 089 385 9754

Email [leigh@performancedevelopment.com.au](mailto:leigh@performancedevelopment.com.au) Internet [www.business.com.au/pdc](http://www.business.com.au/pdc)