

# Professional Speakers Logistics Checklist



## Travel

- Date & Time of Presentation
- Directions to venue / map
- Location of parking lot & entrance
- Airplane tickets / ID / Passport
- Hotel reservation information
- Hotel rewards number
- Full tank of gas, if driving
- Total commute time
- Taxi company phone number
- Your pickup's phone number
- Other contact info: \_\_\_\_\_
- Extra suitcase for marketing materials

## Venue

- If possible, visit venue room
- Take note of floor plan
- Take note of equipment
- Confirm internet access
- Know your lineup order
- Will there be other events going on?
- Number of attendees expected

## Equipment - test test test

- Cell phone / Charger
- Laptop or Tablet / Charger
- Extension cord / Locate outlets
- Digital Timer
- Remote control / clicker
- Backup batteries
- Small speakers for sound
- Electrical Adapters
- Wireless microphone

## Marketing Booth / "Back of Room" Sales Table

- Business Cards
- Flyers / Brochures
- Books #: \_\_\_\_\_
- Book order forms
- 2 book samples - "author copies"
- 2 book raffels / prizes
- Other give aways
- Sign up sheet for freebee (mailing list)
- Framed offer
- Offer in plastic stands
- Post cards
- other products / order forms / samples
- Flowers / Candy / Other Decorations
- Confirm internet access
- Standing banner
- Table cloth banner
- other branded materials
- Assistant(s) to help manage your table

## Supplies

- Pens
- Markers
- Sharpies
- Tape
- Rubber bands
- Scissors
- Staples
- Merchant swiper
- Thank you cards
- Folder for completed forms
- Notebook paper / Post-It Notes

## Presentation

- Your written bio / introduction
- Speaker notes
- USB backup of your presentation
- Backup of your presentation on email
- Hard copy of presentation slides
- Props
- Markers for flip chart / whiteboard
- Handouts
- Evaluation forms for audience
- Video camera + fully charged battery + stand
- Audio recorder
- Digital Timer
- Timer signal / queue
- Glass of water for stage / lectern
- Photographer

## Consumables / Personal Items

- Bottle of water
- Healthy snacks - banana, trailmix
- Gum
- Breath mins
- Cough drops / Candy
- Aspirin / medication
- Chapstick
- Tissue
- Deodorant / perfume / cologne
- Hair brush / mirror
- spare: shirt, tie, blouse, nylons, shoes
- Extra cash