DAY OF SEMINAR CHECKLIST.

We want you to enjoy your seminar. This checklist should help ensure you have all aspects of the seminar covered.

On the day of the seminar, make sure you arrive early. There is the likelihood that as organised as you have been for the seminar, there will still be a few last minute issues that will need to be dealt with.

ACTIVITY	COMPLETED	ACTIVITY	COMPLETED
Ensure that your staff and any other presenters arrive two hours before the seminar.			
You need to check:			
• Room layout		• Confirm final timings of seminar and any catering requirements	
• Seating arrangements and the number of seats		• Location of toilets	
• Screen position		• Fire exits/any planned fire tests	
• Screen visibility		• Any nearby building work or noise issues	
• Extension leads and covers are in place (if required)		• Practice your presentation. Test technology and sound check.	
Place seminar agenda, response sheet, pen and note pad on each seat.			
Arrange area for client registration:			
• Ensure you or your staff are on the desk to check off names and client details on arrival.		• Ensure your staff understand their role(s) for example: welcome/registration/show clients to room/give out handouts/ collection of response sheets etc.	

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EVERY DAY MATTERS.®

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