Room Setup and Technology Checklist

Arrange the room and technology around what the audience needs to see, hear, and do.

For a scheduled event, confirm these details with the organizer or venue. For practice, use your rehearsal space and note what you would need to confirm for an event.

Venue / room / date / onsite or audiovisual contact

Seating, sightlines, and room conditions

- ☐ Choose seating to support the presentation, discussion, or practice activity.
- ☐ Check sightlines from the back, sides, and seats with restricted views.
- ☐ Allow appropriate access, movement, and space for participants and activities.
- ☐ Have the venue confirm capacity, access, required clearances, and exit arrangements.
- ☐ Check lighting on the speaker, audience, notes, and projected material.
- ☐ Check temperature, noise, distractions, and the location of room controls.

Sound and audiovisual support

- ☐ Test the microphone at the level and position you will use.
- ☐ Check sound from different seats and confirm who can adjust it.
- ☐ Test slides, video, audio, screen sharing, connections, and adapters.
- ☐ Confirm that text and visuals are readable from the audience positions.
- ☐ Identify the person responsible for technical support during the event.

Room or equipment problem / person responsible / time to resolve it

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Remote Participation and Failure Plan

Include remote participants and practice what to do when something fails.

Remote and hybrid participants

- ☐ Test the meeting link, access settings, camera, microphone, and speakers.
- ☐ Confirm that remote participants can see and hear the essential message.
- ☐ Check how remote questions and comments will reach the speaker.
- ☐ Assign someone to monitor chat or remote requests when needed.
- ☐ Make shared materials and audience activities usable for remote participants.

Backups and final room check

- ☐ Keep essential files available without relying on one connection or device.
- ☐ Agree on a backup for slides and sound. Pause if people cannot see or hear information they need.
- ☐ Agree who will respond to a failure and how you will communicate the change.
- ☐ Test the transition from the introduction to your opening.
- ☐ Confirm the time available, how questions will be handled, and the time reserved for the closing.

Most likely failure / response plan / responsible person

What I will preserve for the audience if the format changes