

Public Speaking: Room Setup Checklist

- Your first priority is safety. Know where fire exits and extinguishers are.
- Have backup equipment and backup plan in case of failure.
- Keep room lights at maximum intensity unless slides and/or video projection are being used.
- If room lights are down, put a soft light on presenter.
- Schedule breaks during program.
- Tape door latches to prevent them from making loud noises.
- Use semi-circular seating if possible.
- Provide hardback writing surface if needed.
- Locate your presentation area as close as you can to front row.
- If seats can't move YOU MOVE!
- Without screen, set to long side of the room.
- With screen, set to short side of the room.
- Avoid long narrow rooms (switch rooms if possible).
- Avoid placing chairs next to walls.
- Cut aisles behind poles.
- Set aisles bigger as they get nearer exits.
- Seat for least distraction audience members should not have to cross more than six others to get to a seat.
- Force audience to front with reserved signs or put out less chairs than the expected attendance. Stack additional chairs in back corner of room so they are handy if needed.
- Arrange for a good sound system. Thoroughly check sound system BEFORE program.
- Check climate. Locate climate controls or know who to call.
- Make sure water and glasses are available.
- Locate restrooms, phones, snackbars, elevators or stairs, and business center.
- Make sure there are signs posted to direct participants to your room.

Personalize this checklist for your presentations.

Other:

Taken from the Advanced Public Speaking Institute website.