

DESCRIBE STAGING SET-UP AND REQUIREMENTS		
A/V POINT OF CONTACT		A/V PHONE
A/V EMAIL		ADDITIONAL STAFF
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS		

TASK CHECKLIST

DATE COMPLETED	TASK	PARTY RESPONSIBLE
	Schedule review	
	Presentation review	
	Presentation title obtained	
	Presentation synopsis obtained	
	Speaker biography obtained	
	Speaker photo obtained	
	Transportation review	
	Accommodations review	
	Rehearsal schedule review	
	Logistics confirmed with speaker / speaker representation	

ADDITIONAL COMMENTS

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