# Live Event Client Checklist

1. What is the date, time, and place of event?
2. Will this be a panel style event and/or will the speaker(s) go to a podium?
3. Who is facilitating the event?
   1. Will this person need to walk around and talk?
4. Will a common laptop (or some kind of device) and/or an individual laptop (or some kind of device) used?
   1. Who is supplying the laptop (or some kind of device?)
5. Is there a remote control to advance slides?
   1. If yes, who is supplying the remote?
6. What expectations do you have of the room (e.g., a phone should be available)?
7. Is the event audio and/or video being recorded?
   1. If yes, how do you intend to use the recording(s)?
   2. What audio feed will be available for the video?
8. Will remote participants be available 1 hour prior to the event to ensure any problems are resolved in time for the event?
9. What is the expected audience traffic flow (this impacts video recording angles and placement)?
10. Will the event be streamed?
    1. If yes, who will provide the real-time captioning?
11. Are you arranging for a sign language interpreter?
12. Have you reserved the room?

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