Handout: Equipment Checklist

Use the following to evaluate equipment you may need for your event. If considering multiple vendors, use one form per vendor to compare their offerings.

Seating

Options include: ballroom, chivari, executive, armchairs, ottomans, pillows, bean bags.

Option	Cost Per	Spacing/Fit	Comfort	Style/Statement	Delivery/Storage	Notes:
(e.g. Chivari)						

Tables

Options include: Classroom rectangle (18" deep), banquet rectangle (30" deep) either 6 ft or 8 ft long; dining rounds (either 72" or 60"); cocktail rounds (36" at 30" from ground); cabaret rounds (30" at 30" from ground); highboy/standing (36" or 30" at 42" from ground); quarter, serpentine, and quarter serpentine tables.

Function	Option	Cost Per	Spacing/Fit	Cover Needed?	Style/Statement	Delivery/Storage	Notes:
(e.g. dining)	(e.g. ballroom)						

Crowd Control and People Movement

This will vary greatly on the event. Mentally walk through the guests' journey from arrival outside the venue to departure. Options include: barriers, barricades, temporary walls, pipe and drape, trees/hedges, gates and fencing, people (security, directional, informative).

Function	Option	Cost Per	Spacing/Fit	Set Up	Style/Statement	Delivery/Storage	Notes:
(e.g. arrival)	(e.g. hedges)						

Sound

It's highly recommended to have a professional audit the room or venue spaces for sound quality.

Function	Space	Ceiling Height	Speaker Placement	Walls/Structures	Room Set Up	Mood	Delivery/Storage	Notes:
(e.g. keynote)	(e.g. ballroom)		(e.g. rigging)	(e.g. columns)	(e.g. full, rounds)	(e.g. clear message, focus)	(e.g. load in and set up night before)	

Power

All elements of your event need power, and venues often can't supply enough as they are set up. Be sure to walk through all components of your event and check whether additional power is required.

Function	Space	Power Need	Power Placement	Set Up	Additional Needs	Delivery/Storage	Notes:
(e.g. reception catering)	(e.g. foyer)	(e.g. carving table)	(e.g. run cable from ballroom)	(e.g. power first)	(e.g. mats)	(e.g. a/v team to tape down cables prior to)	

Lighting

Options include: lamps, candles, spotlights.

Function	Option	Space	Where	Available Power	Room Set Up	Mood	Delivery/Storage	Notes:
(e.g. gala dinner)	Battery-powered candles	(e.g. ballroom)	(e.g. tables)	(e.g. none – battery best option)	(e.g. full, rounds)	(e.g. romance)	(e.g. florist to place on table during centrepiece load-in)	

Other Considerations

Walk through the event as a guest and consider
- HVAC and guest comfort (room temperature)
- Visibility of important elements from all positions in a room
- Additional signage and wayfinding
- Mood and feel – additional décor, flowers, statues, art
- Special items – check in kiosks
- Crowd flow – avoid bottlenecks
- Access – aisles, restrooms, exits
- ADA compliance

Standard Set Up Styles

- Theatre (just chairs) – general audience
  - Pros: optimizes space, low cost, quick set-up or turnaround
  - Cons: not easy to work, program length (people get antsy), not comfortable/spacious
- Classroom (tables and chairs) – work groups, seminars
  - Pros: great for working, longer program (people can settle in), more comfortable
  - Cons: more expensive, takes up a lot more space, longer set up time
- U-Shape – small groups, working meetings
  - Pros: all equals, visibility of others
  - Cons: very inefficient for space
- Conference – high level meetings
  - Pros: all equals, intimate
  - Cons: limited usage, limited visibility, very small groups only
- Banquet - Conference tables
  - Pros: good work space
  - Cons: need linens, set-up can take longer (than theatre)
- Banquet - Rounds
  - Pros: efficient for space (most efficient)
  - Cons: need linens, set-up can take longer (than theatre)

Additional/Special Considerations

Refer back to contracts with performers or other special guests (e.g. brides) and check for:
- Green room, dressing room or makeup room
- Riders for performers or speakers (contractual obligations for set-up)