

## Audio Visual Equipment Checklist

To assist in planning your conference or event please take a minute to complete this checklist.  
Please visit our website to book your equipment on-line or request a quotation.

<b>Projectors</b>	Data Projectors	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Overhead Projectors	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Projector Stands	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Laser Pointers	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Audio Systems</b>	PA Systems	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Mixing Consoles	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Powered Speakers	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	CD / DVD Players	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Cassette Recorders	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Flip Charts</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Whiteboards</b>	Standard	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Electronic	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Microphones</b>	Corded	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Radio Hand Held	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Unidirectional	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Radio Lapel	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Lecterns</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Partition Panels</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Stages</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Plasma Televisions</b>	42"	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	50"	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>LCD Televisions</b>	26"	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	32"	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Projection Screens</b>	Tripod	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fast Fold	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Drape Kit	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Lighting</b>	Gobo Lights	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Intelligent Lighting	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting Desks	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	PAR 56 Lights	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	PAR 56 LED Lights	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Spotlights	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Video Cameras</b>	HD Digital	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handycam	Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Video Filming</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Laptops</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Teleconferencing Machine</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Printer</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Photocopier</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Unveiling Curtain</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>On-Site Technicians</b>		Yes	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Setup Required</b>		Yes	<input type="checkbox"/>		<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Delivery Required</b>		Yes	<input type="checkbox"/>		<input type="checkbox"/>	No	<input type="checkbox"/>