



**Projection and Presentation Checklist - call Shock for further advice 08456 650732**

<b>Visual Aids</b>	
Do you need a TV, plasma screen or projectors?	Dictated by size of room, audience size and budget
How bright a projector is required?	Use brighter projector for bigger rooms
Can room be blacked out if necessary?	Use brighter projector for rooms in daylight
What size screen do you need?	Consider ceiling height and audience size
What projector resolution do you need?	Higher resolutions show more detail - e.g. VGA XGA
Do you need data switches for smooth presentation?	
Choose your themes, colours, fonts and text size	
Drape trim kits for screens/stage required?	Makes screens look tidy
<b>Shock Hints!</b>	
Have you turned off computer screen savers?	
Are all text and graphics visible from back of room?	
Do you have backup computer, and documents?	
Do you need a dedicated operator for Powerpoint?	
Check running time by rehearsing presentations	
Rehearse presentations and test equipment!	
<b>Video</b>	
Check which video format is being used?	NTSC American standard, PAL for Europe and UK
Correct leads - SCART, BNC etc	
DVD	Check player is multi-region if necessary
<b>Video Cameras</b>	
Do you want a video recording of the presentation	
Live video-conference link	
Relay live action on screens in hall?	
Relay video link to spill rooms	
<b>Your Notes</b>	