

STRATEGIC TOOLS TO SUCCESS



RESOURCES

RUN EFFICIENT GENERAL SESSIONS BALLROOM CHECKLIST

- ✓ Stage manager runs the room. There is no flexibility here.
- ✓ Room set to a slight chill before attendees arrive. If it's comfortable before doors open, it is too warm.
- ✓ Doors do not open until the stage manager gives the signal. Have the team available to 'pop' doors when sessions begin and end.
- ✓ Check to see how doors open; do you need doorstops?
- ✓ Close all but one door when you are ready to begin to encourage folks to rejoin the general session.
- ✓ Folks are inclined to power up via the wall outlets; we ask they not do that.
- ✓ Should you need to charge something for some reason, do not plug into anything without checking with production first. They have a delicate power balance/load.
- ✓ Track start times for all items on rundown and communicate any time changes of more than 10 minutes with the events team so they may plan breaks/meals accordingly.
- ✓ Lighting for presenters should have two levels to accommodate the different heights of presenters.
- ✓ Insure that all phones are set to vibrate. You'll likely be texting the team to let them know if you're running early or late; this is preferable to leaving the room to deliver a message/update.
- ✓ Check rundown for any furniture needed on stage and confirm it's there.
- ✓ Bottles of water for each speaker below/near the podium. Water should not be ice cold as it is bad for speaker's throats and should have tape with speaker names on them.
- ✓ If you're using confidence monitors, make sure all monitors are on and working.
- ✓ If on headsets, only speak when needed. It's easy to get chatty.
- ✓ Help the team collect any collateral left after sessions end.

Phone: 908-758-0836
smeplanners.com



STRATEGIC
MEETINGS & EVENTS
Redefining Excellence