

MC Checklist and Pre-Conference Questionnaire for Dineshrie Pillay

This questionnaire is designed to help Dineshrie to prepare as an MC for your upcoming conference.

No	Description	Comment	Check
A	Room Layout		
1	Will there be a podium on stage?		
2	Confirm seating arrangements for Dineshrie. Ideally have a table and chair towards the right side of the stage, or at the back of the room for her to sit, with plug point access for her laptop and other devices.		
3	Confirm the room layout for delegates – Classroom, U-Shape, Cinema-Style, Island-Style, Ballroom, or other.		
B	Opening address by Dineshrie		
	To provide the Dineshrie with the following information at least 2 days prior to the event:		
1	Full name, designation and titles of any special guests that are attending the conference and need to be acknowledged.		
2	Details of any sponsors that need to be mentioned.		
3	Short summary as to why the event is being held and the plans for the future.		
4	Confirm whether or not delegates can take their own pictures and videos during the conference.		
5	Provide administration list that need to be announced, including: <ol style="list-style-type: none"> 1. Use of cell-phones; 2. Location of rest-rooms and managing interruptions during speeches; 3. Details of scheduled breaks; 4. Will there be a Q&A session, if so, how will it work; 5. Provide details of the twitter / other social media that delegates can access; 6. Attendance registers that need to be signed off; 7. Details of venues for tea breaks, lunch, and /or dinner; 8. Parking tickets: is there any special instruction that will need to be announced; 9. Conference feedback forms – will this be online, hardcopy or other? 10. Details of what is included in delegate pack, if applicable; 11. Presenters' biography – supply details; 12. Any other announcements. 		
6	Confirm whether or not delegates can use their laptops or I-Pads during the conference.		
7	If applicable, provide details of how the delegates can participate in the lucky draw. Supply details of what the delegate can win.		
8	Confirm whether or not the delegates will get a chance to speak to the presenters in person, after the event.		

MC Checklist and Pre-Conference Questionnaire for Dineshrie Pillay

No	Description	Comment	Check
C	<p>Information on the speakers To provide the Dineshrie with the following at least 2 days before the event to assist with preparations:</p>		
1.	Title of their speech.		
2	Brief introduction to their speech (To be read out by Dineshrie).		
3	Speaker to provide in advance, one question about their topic for Dineshrie to ask – to get the Q&A Session started.		
D	<p>Delegate Goodie-bag To inform Dineshrie with the following details at least 2 days before the event contents of the goodie-bag so that this can be included within the announcement.</p>		
1	Biography and contact details of all the speakers?		
2	Feedback forms?		
3	Details of twitter account / social media that will be used?		
4	Confirm whether or not presentation slides included in packs or available on other resource?		
5	Any other?		
E	<p>Close of event To provide Dineshrie with the following to assist in preparing the closing remarks for the event:</p>		
1	<p>List of people to thank, include:</p> <ol style="list-style-type: none"> 1. Names of co-ordinators; 2. Sponsors; 3. Suppliers; 4. Internal / External associates; 5. Other. 		
2	<p>Any other specific comments to be made during the closing address:</p> <ol style="list-style-type: none"> 1. Networking opportunities (Post Event); 2. Business Card Swopping; 3. Photo-Taking Opportunity; 4. Other. 		
F	<p>General Logistics</p>		
1	Confirm the colour scheme for the day		
2	Confirm date and time of dry run, if this will be performed.		
3	Final agenda and time-slot - to provide 2 days in advance.		
4	<p>Provide Dineshrie with full names and cell-phone numbers of key contacts, in the instance of a quick SMS during event. Include the following on list:</p> <ol style="list-style-type: none"> 1. Event co-ordinators; 2. Conference host; 3. Senior manager/(s); 4. Any other? 		
5	<p>Confirm whether or not gifts will be provided to the speakers after their relevant Q&A Session. If so, gifts to be set up on the MC's table.</p>		

	Confirm whether Dineshrie will be handing this out. If not, please indicate name and title of the person who will be handing out gifts.		
No	Description	Comment	Check
F	General Logistics continued...		
6	Will background music be provided as delegates enter and leave the room?		
7	Arrange a holding slide to be shown, in between the presentations.		
8	Have time cards prepared for the MC or Co-ordinator to flash to the speaker to indicate the time available: 1. 5 Minutes Left; 2. 2 Minutes Left; 3. Time Out.		
9	Heater / Air Temperature Control for the day.		
10	Create a hash-tag for twitter, if applicable.		
G	Equipment		
1	For the chairman: Headset or Lavalier Microphone.		
2	For the audience Q&A: Roving Microphone.		
3	Confirm whether or not a technician for the day will be at the venue to assist with any technicalities?		
4.	For the presenters: Stand-By Lavalier Microphone and / or Podium Mic (<i>Event Co-ordinator to confirm preferred choice with presenters directly</i>).		
5.	Confirm: that the venue caters for sufficient projector screens and speakers for the delegates to hear and view the presentation.		
6.	Have on hand spare extension cords and multi-plugs for the Speaker Podium.		
7	Use of Flip Chart or Screen (<i>Event co-ordinator to confirm individually with the speakers</i>).		

Note:

1. Please send a copy of all **memos, program announcements, brochures**, and other **promotional materials** relating to this presentation so that our presentation will be consistent with your promotion.
2. In addition, any annual reports, a **company newsletter/paper/flyer, or any key product brochures** would be appreciated, if available.