

Onsite Walk-Through Checklist

Day of the event:

Alas, Marko can't present his laptop to you the night before for setup and safekeeping, nor can he surrender it you the day of the event. It stays in his possession — all his work is there. However, he is more than willing to work with your team on a tech/sound check, preferably thirty minutes before he goes on stage.

Mise en Scène

- Walk-around the stage and check entrance route.
- Check doors and windows (close/lock or oil if necessary).
- Check stage lighting arrangements.
- Customise speaking area (if possible).
- Position laptop table.

Tech/Slide Check

- Meet with stage technician.
- Test laptop.
- Sound check, microphone and laptop.
- Test run slide deck.
- Check laptop remote from different stage angles.

Other (Event Specific) Checks

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