

Checklist

## Presentation Equipment

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1. Are you planning a PowerPoint presentation?
2. Is the projection distance and the picture size known?
3. Has the minimum and maximum viewing distance (1.5 to 6 times the picture width) been observed?
4. Have the charts been structured clearly and are they not overloaded with too much text?
5. Is the font size sufficient?
6. Is the design rich in contrasts and lively?
7. Are you planning a slide show?
8. Is the format of the slides known (portrait/landscape/square)?

[acoustic-service GmbH](#)

Erythropelstr. 68  
D-30519 Hannover

Tel.: +49-511-876 56 88 0  
Fax: +49-511-876 56 88 99

Exhibition Service:  
+49-511-876 56 88 50

[info@acoustic-service.de](mailto:info@acoustic-service.de)

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9. Have the slides been framed professionally?

10. Is cross-fading desired?

11. Will you require additional presentation tools (such as laser pointer, etc.)?

12. Will you require any consumables or working materials (such as slides, pens, flip chart paper, pins)?

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