

**Presenter(s):** Bart Lazar

Talk ID:  
2704

**Talk Title:** Small Business Legal Contracts

**5 min pre:** 7:14 pm    **Talk Start:** 7:19 pm    **Length:** 00:55:00    **End -5m:** 8:09 pm    **End:** 8:14 pm

- [ ] Have a water bottle for ready for the presenter
- [ ] Ensure presenter has microphone and completed sound check (if not, poke AV team)
- [ ] Check that HDMI is plugged into the presenter's laptop
- [ ] Ensure presenter's display appears on the projector and confidence monitors
- [ ] Ask the presenter "Will there be laptop sound?" If so, ask AV to plug in and test sound
- [ ] Ask the presenter how they would like to be introduced and how to pronounce their name
- [ ] Ask the presenter if they would like time warnings, and if so, when they would like them
  
- [ ] When the presenter is ready, un-mute the microphone
- [ ] Make any special announcements (eg. Audience defrag, events later in the day)
- [ ] Hit the Big Red Button. (On = recording starts)
- [ ] Introduce the presenter(s) and the talk