



Checklist for request by Winkler Livecom

This checklist is for the first response of the needs and not finalized.

General information to the event

Date of event: O not known yet

Time of event: from..... o'clock until o'clock

Venue: O not known yet

Number of guests:

Contact:

Type of event

Corporate Event

☐ internal event
(with staff)

☐ external event
(customers invited)

Public Event

☐ outdoor
☐ indoor

Exhibition Event

☐ presenter
☐ exhibitor

Technique

Audio

Event main language:

Simultaneous translation: yes/no

If yes, which language:

☐ German

☐ French

☐ English

☐ Others:

Speech: yes/no

Acts: yes/no

If yes, which acts:

☐ Band

☐ DJ

☐ Artist

☐ Others:

Video

Presentation: yes/no

If yes, which presentation:

☐ Power Point

☐ Videos

☐ Other contents:

Stage

Stage: yes/no

Desired mass:

Licht

Main light: yes/no

Showlight: yes/no

Stagelight: yes/no