



1. What is the client / end user trying to do with their A/V system? Check all that apply.

- A. Charge individuals phones
- B. Network
- C. Microphones
- D. Advanced video presentations
- E. Other _____
- F. I need help discussing this with the end user

2. What type of meeting communication will occur in this room?

- A. People talking to each other
- B. People looking at the main screen
- C. People looking at individual screens
- D. Mixed Use

3. What screen configuration is required in this room?

- A. One large screen
- B. Individual screens
- C. Multiple configurations

4. Where do you want outlets / plugs located?

- A. Underside of table (\$\$)
- B. Base (\$\$)
- C. Top / Hatches (\$\$\$)
- D. Drawers (\$\$\$\$)

5. Which users need outlets / plugs?

- A. Every
- B. Most important
- C. Mixed configurations / Shared access

6. Where is the wiring in the conference room currently?

- A. Floors
- B. Walls
- C. Space for equipment in each place
- D. Other
- E. We need help with this

7. What kind of floor is in the room?

- A. Concrete
- B. Raised access
- C. Wood

8. Is the building old or new construction?

- A. Old
- B. New

9. When do you need to plan core drilling?

- A. Now
- B. Future date
- C. We need help with this



Paul Downs Custom Tables and Furniture

A/V Systems & Equipment Checklist

Power and Data Integration for Designers

10. How is data transmitted?

- A. Wireless
- B. Ethernet
- C. Security concerns
- D. Restricted — HIPPA, Military Security DNST871-P, etc...
- E. Other _____

11. Are the tables going to be fixed or reconfigurable?

- A. Fixed position
- B. Flexible arrangement

12. Do you need to store equipment?

- A. In the table
- B. Operators desk
- C. Lectern / Podium
- D. Credenza
- E. Other _____

13. Does this space require additional equipment?

- A. Microphones
- B. Cameras
- C. Conference phone
- D. Other _____

14. Any other information: