

Connectivity Assessment

Venue Name: _____

Test Cellular Reception

<ul style="list-style-type: none"> • Test all major carriers in your area • Turn off Wi-Fi on each phone to ensure you're measuring cellular network reception • Test signal in all areas guests will be bidding in, as well as front desk area. • Consider any areas with less than 3 bars a dead zone. 					
Carrier:	# Bars	Dead zones?	Carrier:	# Bars	Dead zones?

Test Wi-Fi Speeds

<ul style="list-style-type: none"> • Conduct several speed tests in various areas within the venue using a service such as http://speedtest.net. • Be sure to test all areas where guests will be bidding and/or computer stations will be used. • Whenever possible, conduct tests during conditions similar to your event (day of week, time of day, # of users). 			
Test Date/Time/Conditions	Download Speed	Upload Speed	Max Pings

Assess Wi-Fi Capacity and Reliability

Y/N

# of Access Points:	Are there enough access points?	
Are the access points placed high on a wall or on a ceiling? (If access points are located in closets or atop bars or desks, objects and bodies may block/weaken the signal.)		
Is Access Open? If not, Password: _____		
Will the Network Administrator be onsite during your event? If not, will they be reachable by phone? Name: _____ Cell Phone: _____		
Have you verified that the network is NOT running a proxy?		
Have you confirmed that the network does NOT filter access?		
Does your venue provide "enterprise class" network equipment? Typical Enterprise Class equipment manufacturers: Cisco, Ruckus, Aruba, HP, Meru, Meraki. (Typical Consumer Class equipment manufacturers: Linksys, Netgear, D-Link. Consumer grade equipment is typically unreliable at more than 16-32 connections.)		
Was the network at your venue set up by network professionals?		
Has this network supported a similar number of users in the past?		
Will your guests and volunteers have exclusive use of the Wi-Fi connection during the event? (If not, find out how many other users will have access to the connection and adjust your network needs accordingly.)		