



Room Set Up & Audio Visual Equipment

Our Standard Audio Visual Equipment Needs are as follows:

- Wireless lapel/lavaliere microphone for Joe with extra batteries
- Wireless handheld microphone for presenter and audience work
- LCD projector with laptop connection cables
- VGA & power cables to either use a floor monitor or place my laptop forward of my presentation
- To present both audio & visual requirements. Please supply extended length mini stereo to XLR connection cables between my laptop and the meeting rooms p.a. DVD Player connected to the LCD Projector and an audio feed to the meeting room's P.A. system. Please outline this request in writing to your a/v supplier.
- Large screen with at least fifteen feet behind stage space
- A black draped a/v cart to house the projector and our laptop
- A back up laptop is a requested option redundancy measure as we always carry a data stick or CD copy of our presentation slides
- Prop table to be black dressed with (2) pitchers of water and 4 glasses