



AUDIO VISUAL REQUIREMENTS:

1. Please have someone from your A/V team contact us to arrange proper set up.
2. DVD player or computer connection to a projector. (if applicable)
3. Wireless Lavalier or Handheld Microphone - please make sure batteries are fresh and have both back up microphone and batteries available.
4. Sound Check - I typically arrive at the meeting room at least 30 - 60 minutes before the presentation for an A/V check. Just to make sure everything is working properly. Please have someone who is responsible for A/V equipment available during this time and 5-10 minutes after presentation has begun.

THINGS TO CONSIDER:

1. Stage and audience lighting will influence the mood and energy of the room.
2. Using a dark and/or solid color background will cut down on distractions.
3. Try to avoid having no more than 8 feet between first audience row and platform.