

## **Room Setup and AV**

### **Wireless Lavalier Microphone**

- With fresh batteries and a back-up microphone
- Hooked into house sound system or amp and speakers

### **PC Projection Unit and Large Screen**

- Large screen (12 foot minimum)
- VCR sound hooked into house sound system
- VCR heads should be tested and clean

### **Seating Preference**

- Round tables (for groups less than 200)
- Theater or classroom (for groups over 200)

### **Platform**

- Open platform with front stairs for access to the audience.

### **A/V Technician Needed**

- One hour prior for review of sequencing and mic check
- 10 minutes prior to presentation
- During presentation for audiences of 150+