

# AUDIO VISUAL & SET-UP REQUIREMENTS



*We are happy to provide you*  
with the following set-up requirements to  
assist you in planning for a successful meeting.

Please feel free to contact our office if we can answer any questions or be of assistance.

## AUDIO/VIDEO

- Cordless lavalier microphone with spare battery.
- Hand-held, cordless microphone for audience participation in audiences over 100
- Projector which interfaces with MacBook Air using IBM Compatible Microsoft Office PowerPoint slide presentation.
- Audio Feed from laptop through house speakers
- Projection screen located at front left corner of the room if possible

## SPEAKER

- A small cocktail round or small rectangular table at front center of room for demonstration items, speech notes, and laptop (preferably on floor level – not on riser).
- Small rectangular table near door for giveaways.
- Post-It self-stick easel pad (20" x 23"), easel and flip chart markers.
- Cold water pitcher and glass or water bottle

## SEATING

**1st choice:** Crescent rounds (60" rounds, seating 4 to a table facing forward)

**2nd choice:** Classroom style (tables to write on); set up in a chevron formation

**3rd choice:** Lecture style



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