



Equipment - Audio/Visual

Wireless Microphone (lavaliere) with fresh batteries

(Please have a handheld available for backup)

Computer for Power Point/slides

Screen: fixed or freestanding

Easel with fresh pad and multi-colored markers

Scheduled sound and equipment check

Internet connectivity

Lectern should be on stage

Room Set-Up

An hour before the speech Dan would like to conduct a visual/sound check with the technical director.

As Dan's presentation is somewhat interactive, please provide enough light for the audience to be able to read and write. Proper lighting is important to establish and maintain energy and a positive mood.

Please plan ahead. It is important that there are enough chairs for everyone attending the presentation, but too many empty chairs lessens the energy and mood of the room.

A small table for notes and water is needed.

Two bottles of water

Other

Dan will send a customized program in advance of the event. The programs should either be placed on each seat or given to each attendee as they enter.

Thank you for your consideration and preplanning to ensure that yours is a successful event!