

***“Survive and Thrive
in a Multi-Generational Workplace”***

Audio Visual (A/V) Request

Presenter: Anne Marie B. Salvon

A/V presentation needs include:

- a. **Cordless lapel or lavalier microphone.**
- b. **LCD projector for PowerPoint presentation.** The presenter will bring their own IBM compatible laptop computer and wireless remote control. Please provide a compatible high-end LCD projector.
- c. **Projection screen** large enough to be seen by every audience member.
- d. **Sound patch cord:**
 - Anne Marie’s PowerPoint presentation includes music and video clips so a **sound patch cord** from the laptop computer microphone jack to a mixer and into the room’s sound system is required.
- e. **2-4 channel Mixer**
 - The **mixer** is used to manually adjust the level of the music and videos during the presentation. There are 15 segments which must be adjusted on the mixer by a individual with queues from the presenter during the presentation.
 - The mixer should be situated in the back of the room or off to the side but in clear view of the presenter (so the operator can see the presenter to receive instructions).
- f. Optional: **High-speed Internet access** (Adds a lot to the presentation!)
- g. **Meeting room availability** for an A/V check? (Minimum one (1) hour for sound check and run through).

Date:

Time:

Please note: Audio or video taping of the presentation in part or whole is not part of our agreement. Should such a program reproduction and usage be desired, we will be pleased to provide a separate quotation.

Thank you for your assistance!