

## ***"Survive and Thrive in a Multi-Generational World"***

### **Audio Visual (A/V) Request**

**Presenter:** Rita M. Murray

A/V presentation needs include:

- a. **Cordless lapel or lavalier microphone.**
- b. **LCD projector for PowerPoint presentation.** Rita will use her own Dell 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.

### **The next two items are VERY IMPORTANT:**

- d. **Sound patch cord:**
  - Rita's PowerPoint presentation includes over 16 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. **Mixer:**
  - The **mixer** is used to **adjust** the level of the music and videos during the presentation. There are 15 A/V segments which must be adjusted on the mixer by an individual with queues from Rita during the presentation.
- f. **Internet:**
  - High speed Internet access
- g. **Meeting room availability** for an A/V check? (Min. 1 hour prior for sound check)

Date:

Time:

**Please note:** Audio or video taping of the presentation in part or whole is not part of our agreement. We will be pleased to provide a separate quotation.

**Thank you for your assistance!**