

AUDIO / VISUAL REQUIREMENTS

Presentation Types

PowerPoint _____ **Version** _____
DVD _____ **Laptop** _____ **CD-ROM** _____
VHS _____
Overhead _____

Presentation Equipment Required

Podium _____
Laptop _____
LCD Projector _____
DVD Player _____
VHS Player _____
Overhead Projector _____
Projection Screen _____
Projector Cart _____
35" TV/Monitor _____
Wireless Mouse _____ (Windows 2000/ME/XP compatible)
Laser Pointer _____
Flip Chart _____
Easel _____
Whiteboard _____

Microphones
Podium _____ # required
Wireless Hand-held _____ # required
Wireless LAV _____ # required
Vocal _____ # required
Instrument _____ # required

Microphone Stands **Straight** _____ # required **Boom** _____ # required

Staging **8' wide x 6' deep sections** _____ wide x _____ deep

Display Tables **30" w x 6' long** **Qty.** _____ **Skirted** _____ **Unskirted** _____

Direct Box* _____ # required

Monitors* _____ # required

Baldwin SD-10 Concert Grand Piano* _____

Event Recording Format **DVD** _____ **VHS** _____ **# of Copies** _____

Streaming Audio/Video _____ **Time** _____ to _____ **# of viewers** _____

* Additional charges apply for these items - inquire