

screen

Place in front of room:

Display screen adequate to the group size.

Extra / Display Table

Table for presenter's equipment.
Extra table for display materials.

Please place 4 bottles of water on table (12 oz each, min.)



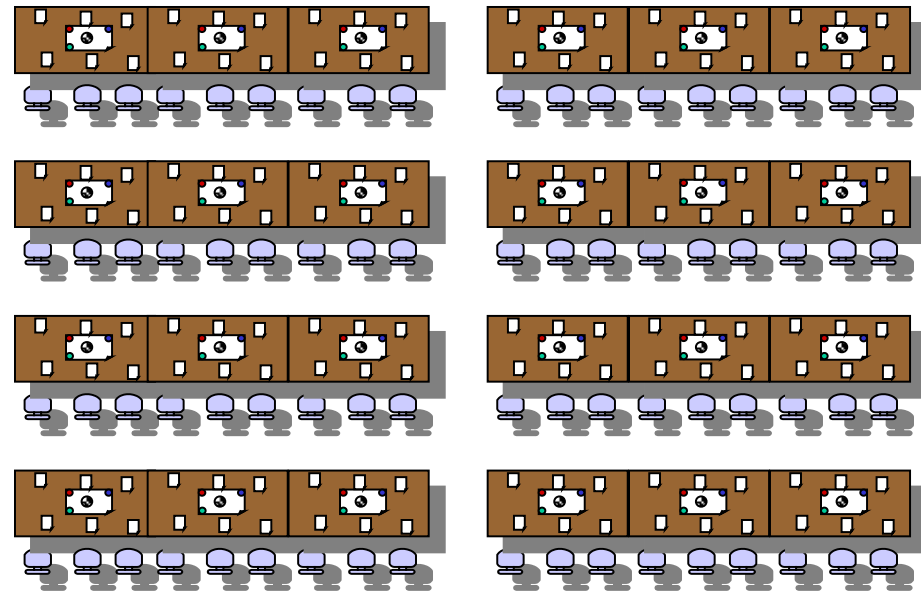
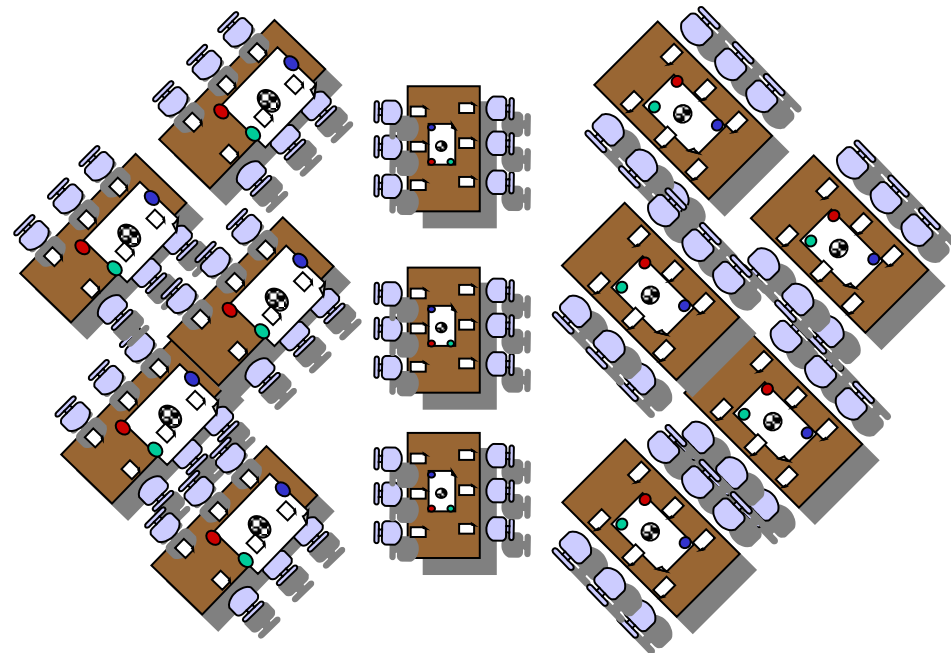
Presenter's Table

Electrical and Audio/Visual Connections should reach comfortably to Presenter's Table

Have wireless lavalier microphone, and computer audio connections, set up and ready.

Participant tables should be set up so that participants can see the front of the room clearly.

These examples offer good visibility and use of space.



Susan brings:



Windows Laptop
MS PowerPoint

Client provides:

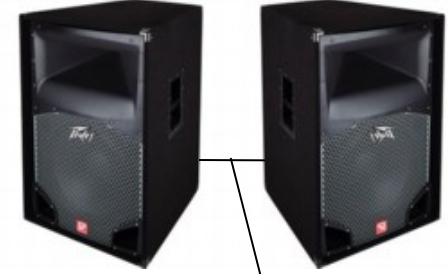


LCD Projector

1/8" Headphone Plug



1/4" Phono Plug
(Or connection compatible
with local sound system)



Note: A sound system with a WIRELESS lapel (lavalier) microphone is required regardless of venue or group size. Wired and/or hand-held microphones are NOT suitable substitutes.

Please have a SPARE LCD projector or bulb available as a BACKUP, in the event that the primary system fails.

Lavalier
Microphone System

No Wireless Lapel Microphone?

Our contracts require a sound system adequate to the venue, with audio connections and a wireless lapel (lavalier) microphone. There are good reasons for these requirements; logistical, strategic, and medical.

While most schools and districts have this equipment readily available in their drama, band, or sports departments, we realize that some schools, and districts, may not. Some special education departments have FM monitor systems that will also serve for small audiences.

Some districts choose to rent equipment as needed, but if your district doesn't have the necessary equipment, and renting is not feasible, the sources below offer a variety of audio equipment, in a range of prices, to help you in your program preparations

System Components

Guitar Center

<http://www.guitarcenter.com/Lavalier-Microphone-Wireless-Systems-Wireless-Systems1.gc>

Sweetwater

http://www.sweetwater.com/c994--Lavalier_Wireless_Mics_and_Systems

Musician's Friend

<http://www.musiciansfriend.com/lavalier-microphone-wireless-systems>

Complete Portable Systems

Frontrow portable sound system

<http://gofrontrow.com/togo>

Lightspeed portable sound system

<http://store.lightspeed-tek.com/products/redcat/redcat/>

