
AV and Presentation Requirements

1. PA system: for vocals and music appropriate for size of audience and room.
 - Minimum recommended - 100 watt system. (Generally speaking, in ceiling house speakers/system are not suitable for this.)
 - PA should allow for one stereo input for laptop audio
2. Microphones for use with mixer (as above):
 - One wireless lavalier
3. Video:
 - An LCD/video projector and necessary cables for use with laptop.
 - Screen suitable for venue.
4. Stage or Riser:
 - A riser is highly recommended for groups larger than 50 people or in which visible obstructions would come into play.
 - Size: Minimum 12 feet wide by 8 feet deep. Larger if possible.
 - Steps to the audience should be placed on the front of the stage
 - Lectern or podium is not required by speaker. If one is used for other speakers, it is requested to not be positioned at stage center or be moveable to allow for audience participation to take place on center stage without obstructed viewing for the audience.
5. Other:
 - Electrical power strip for all electronics identified above.
 - Four (4) armless and non-rolling chairs to be used on stage.
 - Food should not be served during presentation.

Thank you for your assistance.