

MARK SCHAEFER

AUDIO VISUAL & PRESENTATION NEEDS

Below is a checklist that will ensure the best audience experience of Mark's program.

Please share this list with your Meeting Planner and AV Contact Person.

If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your seminar.

- **Microphone:** 1 wireless lavalier or wraparound headset microphone.
- **Screen:** A large computer projector screen, raised as high as possible.
- **Speaker:** will bring his MacBook machine running PowerPoint software (with audio, video, and animation). Due to the intellectual and proprietary material in Mark's programs, he will bring his own machine and run his own slides.
- **Projector:** Video/data projector to interface with laptop computer. This should be a current model projector (minimum 1024x768 VGA resolution) bright enough to be seen on the screen without dimming the room lights.
- **Sound:** A sound cord with a mini plug from the house sound system to Mark's laptop.
- **Room Arrangement:** We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to clearly see and hear Mark.
- If your event will have a stage, please have steps coming off the front of your stage.
- Bottled water (room temperature)



MICHELLE JOYCE

— SPEAKERS —

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