

STEVE GUTZLER

AUDIO VISUAL & PRESENTATION NEEDS

Below is a checklist that will ensure the best audience experience of Steve'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.

- **Wireless, lavalier microphone**
- **Computer:** Steve will provide a Dropbox link to his slides prior to the presentation.
- **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.
- **Wireless remote control**
- **Screen:** A large computer projector screen, raised as high as possible off to the side of the main stage.
- **Lighting** can make or break an event! Please be sure that there are no floodlights or house lights over or near the screen. This ensures maximum brightness and audience viewing pleasure. Lighting is a problem in most meeting rooms, and often is a bulb by bulb project with the hotel.
- **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 Steve.
- 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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