

# 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.

**NOTE: When Mark delivers his program entitled *The Most Human Company Wins*, he will use a video for his introduction before he takes the stage. Please find a link to that video (for you to download) [HERE](#).**

- **Microphone:** 1 wireless lavalier (lapel microphone) or wraparound headset microphone (Countryman brand).
- **Screen:** A large computer projector screen, raised as high as possible.
- **Speaker will bring his MacBook machine running PowerPoint software.** Due to the intellectual and proprietary material in Mark's programs, he will bring his own machine and run his own slides.
- The Speaker will include the Client's logo on the introductory slide, but does not use Client-provided slide templates.
- **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. Mark will use a video intro for his keynote and video during his presentations.
- **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 —

Michelle@MichelleJoyce.com | 704-965-2339 | www.MichelleJoyce.com