

PATRICK HOULAHAN

AV REQUIREMENTS



COMPUTER, PROJECTOR, AND SCREEN

- We will bring one laptop and will run our presentation in PowerPoint with embedded videos and graphics.
- A minimum of one video projector (rear screen or forward imaging) compatible with PC laptops to include all connection cables (15-pin connectors or HDMI.) A minimum of 3,000 lumens is requested.
- Screen compatible with projector/room size.



MICROPHONE AND AUDIO

- One wireless lavalier microphone.
- Audio amplification/sound system interfaced with the computer and microphones. HDMI or 1/8 inch stereo mini-port audio adapter.



STAGING

- Appropriate staging compatible with room and audience size (8' x 16' minimum.)
- Podium is not required.
- Appropriate stage lighting (we usually run the light level at 50% or less to enhance our slides and video presentation.)



AV TESTING / SOUNDCHECK

We request that the AV team be available the evening prior for a rehearsal (usually 5 to 6 pm.) Please forward this list of required Audio Visual items to your vendor. If your AV vendor has any questions, please have them contact us.

ADDITIONAL INFORMATION

The following items are requested but may be omitted. The decision will be based on the number of attendees and room size:

- Confidence monitor.
- Wireless cue light / clicker.