

Audio-Visual and Room Set-Up for Connie Merritt's presentation

In order that your upcoming presentation by Connie Merritt to be most effective, please use this guideline and refer to the diagram on reverse side. It would be helpful to give copies to the meeting planner, banquet captain, houseman and catering manger.

*** * * * SEE ATTACHED DIAGRAM * * * ***

In the podium please have:

- Microphone - wireless clip-on lapel ***with belt hook*** for transmitter (or lapel microphone with 50 foot cord)
- Water - no ice if possible

On a LARGE table to hold data projector AND laptop:

- LCD (data) projector appropriate for room and audience size
- Cables for hook-up to computer VIDEO and AUDIO
- Electrical hook-up for computer auxiliary power
- Speaker will have laptop PC with PowerPoint presentation and infrared remote control mouse

Also, when possible, please have available:

- Tall stool on the stage
- Stairs off front of stage
- Screen - 10 ft. whenever possible and lights near screen *off*
- 6 ft table - draped/skirted at back of the room for resource materials.
- Stage spotlights - focused down stage center when available

If there is a raised stage in the meeting room, please note these suggestions:

- Place screen *on* the stage (please, if possible, *not* to side of room)
- Steps off the *front* of the stage

The following are suggestions for seminar seating arrangements:

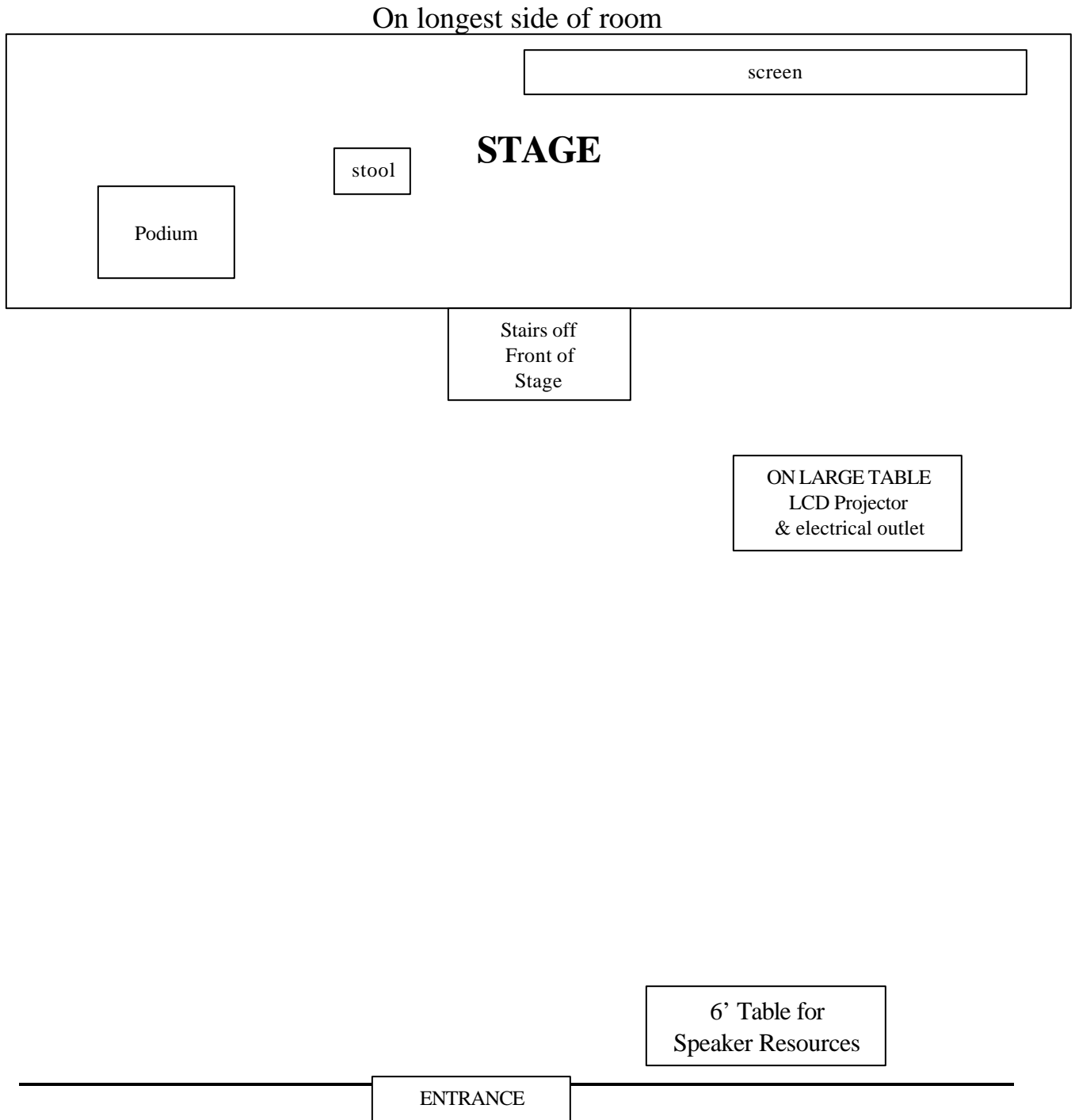
Under 25	U-shaped
25 – 75	Classroom style with tables, center aisle
Over 75	Theater style with 2 aisles (NO CENTER AISLE), without tables and chairs 8" apart

Please have one person in charge of controlling the following:

Room temperature - too hot can ruin a program, better too cold
Microphone system - monitor volume, base and feedback
Distracting noises - other rooms, kitchen, hall music

******If you have any questions please call 949/494-0091******

Ideal staging for Connie Merritt's program



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