

LYNNE JENSEN-NELSON

INFORMATION • MOTIVATION • INSPIRATION

AV Requirements

The AV Requirements needed to put on a great event are important. Lynne will work directly with the event planner and AV staff to ensure everything goes smoothly.

Lynne requests:

- Conduct a pre-event AV check.
- LCD projector and large screen/TV with PowerPoint presentation capabilities.
- Size and number of screens needed will depend on the size of the space/number of attendees.
- Wireless lavalier microphone/handheld wireless microphone needed for large groups.
- Small table on stage for speaker to access.
- Comfortable seating to accommodate all attendees.
- High quality copies of handout materials for attendees (if required).
- Speaker will bring the PPT on a USB for loading onto the AV system.