



Audio Visual and Set Up Requirements

Organization:

Meeting Date:

Audio

- Wireless lavalier microphone with spare battery
- Wireless hand held microphone (for audience participation)
- Audio feed from laptop through house speakers

Visual

- Projector which interfaces with Lenovo Yoga 2 Pro laptop computer using MS Office PowerPoint slide presentation
- Projection screen located to speaker's left (Two screens (1 left and 1 right) are also fine)

Room Set Up

- Classroom, lecture, or chevron with center and side isles (tables to write on)
- No podium or lectern
- Small table for projector and laptop
- Small table by speaker for notes and supplies
- Captain's chair or tall stool at front of room
- Pitcher of water & glass, or bottled water
- Post it self stick easel pad (20" x 23"), easel, colored markers
- Low stage riser if more than 200 people

BLOOM:

Maximizing
personal potential
through the
art of living in harmony
with nature.



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