

REQUIREMENTS

- Lavalier microphone
- Hand-held microphone
- PowerPoint will be used. Beverly will need a projector and screen to fit the audience.
- Preferred large group room setup is a large raised platform (3'-6') with one small table and no podium. Distance from the first row of seats to the riser should be no farther than 6'.
- Beverly needs a means to get off the stage forward into the audience.
- Room set-up can be adjusted to accommodate smaller group sizes.
- Beverly will want to be able to look at the room set-up with you the night before the event if possible.
- All A/V issues will be discussed no later than two (2) weeks before the event. E