

## LYNDA PAUL AV REQUIREMENTS



- Lavalier Microphone.
- Hand-held microphone.
- A power point will be used. Lynda will need a projector and screen to fit the audience.
- A large, raised platform (3'-6') with one small table and a podium (or tall boy table in place of podium).
- Distance from the first row of seats to the riser should be no farther than 6'.
- Room set-up can be adjusted to accommodate smaller group sizes.
- Adapter/HDMI ports to plug in a laptop to control power point.
- Large flipchart with markers.
- Internet connection.
- Lynda 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 two (2) weeks before the event.
- Lynda will want to do a run through/ sound check 2 hours prior to event time.

