

Michael Bult

## AV Checklist

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To help ensure that Mike's program meets your expectations and fulfills the ultimate benefit of your audience, please review the requests below and let us know if there are any challenges. Mike is flexible and will work with you to maximize the effectiveness of your event.

### Media:

1. Projector
2. Projection screen
3. Adapter for a MAC to present on screen
4. Wireless microphone
5. Handheld microphones for audience
6. Internet Wi-Fi
7. Lighting to enhance speaker
8. Video recording of session

### Materials:

1. 2 Flip charts with sticky back
2. High Top Round Table
3. High Top Chair with Back
4. Pens for each participant
5. Printed copies of handouts
6. Table for books to be displayed
7. Water for speaker