Audio Visual Requirements

For All In-Person Programs:
The **Sponsor** agrees **to provide the following** audio-visual equipment for the Presenter:

- Sound check, at least one hour prior to presentation
- Wireless lapel/lavalier microphone
- Additional microphone on a stand for audience Q&A
- Video projector and screen with HDMI connectivity
- Power from an extension cord
- Wireless internet access or prior notification if unavailable
- Removal or relocation of any existing lectern
- Provide copy of this list to audio visual personnel
- Digital copies of all video or photos taken of presentation
- Table with tablecloth at entrance of presentation room

The Presenter Will Bring:
- Personal laptop with HDMI video connection
- Presentation slide clicker/remote

Notes/Recommendations:
- Create a #HASHTAG for your event and send to us
- Forward all event theme logos/images to place on slides
- Someone to hand out material to audience

For questions, please call 786-788-1819
or email at info@tonyrichspeaks.net

Thank you