AUDIO VISUAL EQUIPMENT NEEDED
for David Meinz’s Presentation

✓ Video Projector    ✓ VGA Cable    ✓ Sound Cable

✓ 1 Large Projection Screen

✓ Courtesy Monitor, off-stage, at front of room, elevated off the floor

✓ 2 (six-foot by three-foot) Tables, (1 on stage, 1 at back of room) with tablecloth and skirting

✓ Paper Pad & Pencil/Pen for every person in attendance

✓ 1 WIRELESS Hand-held Microphone.

✓ Floor Stand for wireless hand-held microphone.

✓ 1 WIRELESS LAVALIERE Microphone. This MUST be WIRELESS.

✓ YES, please provide TWO microphones. Thank You!

PLEASE NOTE:

If space allows, Mr. Meinz prefers to speak on a 18 feet wide x 10 feet deep stage/riser. If the audience is less than 50, no stage is required.

If Mr. Meinz is presenting more than one program for your group, please schedule them in the same room if possible.

VERY IMPORTANT: Please have house lights directly above the projection screen disconnected by the hotel maintenance staff. Mr. Meinz uses slides extensively in his program and it is important that the lights in the area of the screen be dark, without turning lights off on the stage or in the audience. Please consult with your hotel/property contact AHEAD OF TIME to make sure they understand the importance of this requirement. Thank you!
PLEASE NOTE: Do not provide a Lectern on the stage. If one is necessary, please place off-stage.

VERY IMPORTANT: Please eliminate any house lights directly above the screen. Please have this done BEFORE Mr. Meinz arrives.

STAGE

6 Foot Table

18 feet minimum

PROJECTOR SCREEN

VIDEO PROJECTOR

(unless a permanent built-in projector is being used)

COURTESY MONITOR (elevated)

10 feet minimum

NOT MORE THAN 10 Ft. distance from Stage to 1st Row

Aisle NOT MORE THAN 5 Ft. Wide

PLEASE NOTE: The ideal audience table configuration is CHEVRON STYLE as indicated, not banquet style with round tables.

ALL TABLES COVERED AND SKIRTED

One 6 Foot Table at back of room