

AUDIO VISUAL EQUIPMENT NEEDED

for David Mainz's Presentation

On: _____ At: _____

For: _____

- ✓ Video Projector ✓ VGA Cable ✓ Sound Cable
- ✓ 1 Large Projection Screen
- ✓ Courtesy Monitor, off-stage, at front of room, preferably raised 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. Mainz 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. Mainz 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. Mainz 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!

ROOM SET-UP FOR DAVID MEINZ

On: _____ At: _____

For: _____

