

AV/Room Set Up/Handout Requirements

Our standard AV Requirements include the following for Monica Wofford, CSP:

- 1 wireless clip on microphone
- Access both on and off the stage

If you are conducting a training event, may we also request:

- Flip Charts Stands
- Flip Chart Pads of Paper that are sticky on the back
- Team Table Classroom set up
- Handouts printed in double sided color
- CORE[®] Snapshot handouts printed on colored paper, b/w, double sided

For full day training programs, we also request the use of:

- One high top chair or bar stool

If your keynote presentation requires Power Point, may we also request:

- An LCD projector with appropriate lumens to provide high contrast and visibility

Each event has different specific needs and we will be happy to discuss these with you. Thank you in advance for your assistance and efforts in securing the above or other items.