

ATTENTION MEETING COORDINATOR:
IMPORTANT ROOM & A/V INFORMATION!

- **ROOM CHOICE:** DO NOT schedule meeting for an auditorium or showroom-style setting. Please book a traditional meeting room (no ramped or tiered rooms.)
- **PROJECTOR:** A powerful LCD projector is very important – AT LEAST 3000 lumens. Please have high intensity projector provided by professional A/V supplier.
- **AUDIO:** For quality sound you may need an A/V supplier to provide speakers. Country clubs, golf clubs, banquet rooms and older facilities may need standing speakers.

Please be sure to fax or forward this page to:

- MEETING FACILITY**
- A/V SUPPLIER**

It is important for them to see requirements exactly as written.

THANK YOU!

ROOM SETUP and A/V REQUIREMENTS

Meeting date: _____

Group: _____

A/V NEEDS:	ITEM:	LOCATION:
<input type="checkbox"/> MIXER	For mics and computer sound	Place on 6' table at front (see diagram)
<input type="checkbox"/> MICROPHONE	1 Wireless HANDHELD (not lavalier)	
<input type="checkbox"/> MICROPHONE	1 Hardwired HANDHELD	At lectern with 25' of free line
<input type="checkbox"/> MINI CABLE	For computer sound	
<input type="checkbox"/> PROJECTOR	XGA MINIMUM 3000 LUMENS	
<input type="checkbox"/> DIRECT BOX	Please have available if needed for sound quality	
<input type="checkbox"/> VGA CABLE	Please have extra long line available	Computer will be placed on 6' table NOT on lectern, NOT on riser
<input type="checkbox"/> SCREEN	Use size appropriate for room/group	
<input type="checkbox"/> POWER STRIP	For computer power	Place under 6' at room front
<input type="checkbox"/> SPEAKERS	Requirement is dependent on availability of house sound and/or audio quality of room	
TECHNICIAN:	Please be available for equipment check 45 minutes before presentation. Do not tape down until after equipment check.	

ROOM SETUP:		
SEATING: CLIENT CHOICE	Please use center aisle in all setups. Set no more than 15% over confirmed count. <input type="checkbox"/> HALF-ROUNDS: Set chairs so they face the screen – see diagram For rounds, please ensure ample walking room between tables and a center aisle <input type="checkbox"/> CLASSROOM: Set in deep chevron with center aisle– see diagram <ul style="list-style-type: none"> • For tight classroom setting, set tables in front 75% and theater style in back 25% • Wide classroom setting: set 3 rows with 2 aisles. <input type="checkbox"/> THEATER: Set in deep chevron with center aisle– see diagram	
<input type="checkbox"/> SUPPLY TABLE	6' table at room front (see diagram)	Please skirt table or provide long drape
<input type="checkbox"/> LECTERN	See diagram ...	Placement must not obstruct screen visibility from ends of front row
<input type="checkbox"/> STOOL	Bar stool with back rest (if available)	
<input type="checkbox"/> RISER	Only for room count of 200 or more	
<input type="checkbox"/> STAIRS	Only if riser is used	PLEASE PROVIDE STAIRS WITH RAILS
<input type="checkbox"/> WINDOWS/DOORS	For windows or doors that are at room front, PLEASE USE OPAQUE BLACKOUT DRAPES. Any ambient lighting will negatively affect image projection.	

