

# Audio/Visual Requirements

To ensure the event runs smoothly and for the comfort of both your audience and Patricia we require the room to be set up with the following:

1. Wireless lapel microphone (for audiences over 50 people)
2. Remote controller for laptop & Powerpoint presentation – Patricia can provide if needed
3. Internet access – not always required but helpful
4. Projector Screen with sound/audio capability
5. Lectern – only required if on large stage with 100+ audience
6. Presenter table with water, glass and room to place speaker notes
7. Room set up - cabaret, lecture or class room style with writing pads/pens, water and mints for participants