



Audio/Video Equipment Checklist

Course: _____

Speaker(s): _____

The Room will have available:

- Podium with microphone
- Table microphone
- Laptop for use with PowerPoint
- Projector and screen to display your PowerPoint
- Laser Pointer

Please indicate any additional audio/visual requests you have by checking the appropriate box(es) for the items you will be using with your presentation.

Lavaliere microphone w/cord
Use if little movement around the room is expected (i.e. if you wish to stand near the screen or head table)

Wireless lavaliere microphone
Use if movement around the room is expected (i.e. within audience)

Wireless hand held microphone
Use for talk show style audience participation.

I will provide my own PC laptop

I will provide my own Macintosh laptop
You will need to bring the projector cord that came with your Mac

Flip chart/markers

Easel

Internet connection

Other _____

Please complete this form and return via email or fax to the Program Manager for the course you are presenting.

Mech. Fax: 717-796-2348 • Phila. Fax: 215-965-5534 • Pgh. Fax: 412-802-2304