







# Audio Visual Checklist

-  **TIMING**  
We will arrive 30 mins prior to the start of the program to set up.
-  **LARGE WHITE SCREEN**  
For multimedia projection.
-  **DATA PROJECTOR**
-  **LAPTOP + SOUND SYSTEM**  
A laptop or computer with USB port, which is connected to your sound system.  
Our presenters will bring a USB to play videos and media in the presentation.
-  **ONE HAND-HELD MICROPHONE**  
Dependant on presentation environment and group size.
-  **STAFF**  
Please ensure that there are staff members present throughout the entire presentation.

Thank you very much for assistance in this area.  
Please contact us if any of the above is not available.

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