

**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 <b>HANDHELD (not lavalier)</b>	
<input type="checkbox"/> MICROPHONE	1 Hardwired <b>HANDHELD</b>	At lectern with 25' of free line
<input type="checkbox"/> MINI CABLE	For computer sound	
<input type="checkbox"/> PROJECTOR	XGA <b>MINIMUM 3000 LUMENS</b>	
<input type="checkbox"/> DIRECT BOX	Please have available if needed for sound quality	
<input type="checkbox"/> VGA CABLE	Please have extra long line available	<b>Computer will be placed on 6' table NOT on lectern, NOT on riser</b>
<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	
<b>TECHNICIAN:</b>	<b>Please be available for equipment check 45 minutes before presentation. Do not tape down until after equipment check.</b>	

ROOM SETUP:		
SEATING: CLIENT CHOICE	<b>Please use center aisle in all setups. Set no more than 15% over confirmed count.</b> <input type="checkbox"/> <b>HALF-ROUNDS:</b> 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"/> <b>CLASSROOM:</b> Set in deep chevron with center aisle– see diagram <ul style="list-style-type: none"> <li>• For tight classroom setting, set tables in front 75% and theater style in back 25%</li> <li>• Wide classroom setting: set 3 rows with 2 aisles.</li> </ul> <input type="checkbox"/> <b>THEATER:</b> Set in deep chevron with center aisle– see diagram	
<input type="checkbox"/> SUPPLY TABLE	6' table at room front (see diagram)	<b>Please skirt table or provide long drape</b>
<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	<b>PLEASE PROVIDE STAIRS WITH RAILS</b>
<input type="checkbox"/> WINDOWS/DOORS	<b>For windows or doors that are at room front, PLEASE USE OPAQUE BLACKOUT DRAPES. Any ambient lighting will negatively affect image projection.</b>	
<input type="checkbox"/> WATER	Preferably at tables or at back of room.	

