

The HopeFull Organisation

Audiovisual & Staging Requirements

*Below is a list of everything we will need for the seminar.
Please go through the list carefully.*

So that The Hopefull Organisation can stay mobile and visit as many business's as possible we appreciate your companies support in making the items listed below available for the upcoming seminar. We aim to always deliver a high quality seminar and we thank you very much for your assistance!

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We will arrive **30 minutes** prior to the start of the seminar to set up.

We will need:

- Data projector
- Large white screen (for multimedia projection)
- Sound system: 2 powered speakers or guitar/piano amplifiers are fine
The sound system needs to be able to connect to our PC/MAC laptop via a headphone jack. All sound effects and DVD's are embedded into our presentation
- 2 microphones: 1 lapel microphone for Glen. 1 handheld microphone for the participants. (Please note, a lectern microphone won't be suitable)
- 1 table
- A jug of water and a glass for Glen
- Lighting: We prefer that the seminar room be darkened to give the best results for the multimedia used
- Chairs: We prefer that participants are able to sit on chairs during the seminar. When positioning chairs please place as many chairs across the front row as possible, keeping people close to the front. Please start the front row 2 metres away from the front table that supports the projector
- 1 x 240 volt power point
- 1 extension chord
- Please ask each participant to bring a pen and paper with them to the seminar

Please contact Belinda (02) 9943 0350 if you have any questions regarding the AV requirements for your upcoming presentation. Thank you for your assistance. We look forward to meeting your team, and delivering a seminar they will never forget!