

Audiovisual and staging requirements

The HopeFULL Organisation travels light so we can reach as many workplaces as possible. We don't bring our own gear, so we rely on you to have the room set up. Thanks in advance for getting it ready.

Glen arrives 30 minutes before the start to set up. Here's what we need in the room:



Data projector



Large white screen

For the projection.



Sound system

2 powered speakers, or guitar or piano amplifiers. It connects to a PC or Mac laptop through the headphone jack. All sound effects and video clips are built into the presentation.



1 handheld microphone

Just one handheld mic. A lectern mic won't suit this seminar.



1 small table



Water

A jug and a glass for Glen.



Lighting you can dim

The room needs to darken for the multimedia to look its best.



Seating close to the front

Fit as many chairs across the front row as you can, keep people forward, and start the front row 2 metres back from the table that holds the projector.



Power

1 x 240-volt power point.



1 extension cord



One last thing: please ask each participant to bring a pen and paper.

Questions? We're here to help.

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