**Presentation AV Requirements**

* **Wireless hands free microphone**

- Over-the-ear microphone preferred, but clip-on is acceptable.

- Please test all audio and visual (AV) equipment well before the presentation starts.

* **Projector and screen**

- PowerPoint will be run preferably through your PC laptop, but Jake’s laptop can be requested.

- Let us know if you have a projector and sound system already wired up.

* **External speaker**

- This will plug into the laptop for the sound in his PowerPoint presentation. Let Jake know if your have speakers already wired in as part of a house system.

* **One small table on stage**
* **Wheelchair accessible stage**

- If possible, an elevated stage or platform helps the audience see him. The stage should provide audience members an unobstructed view of Jake during the presentation.

* **AV Person**

- Please have a dedicated AV expert present when Jake arrives to help set up equipment, and send their contact info ahead of time.

* **Suggestions**

- A well-lit stage helps focus the audience’s attention on Jake.

- To allow for any technological troubles and avoid a time crunch, Jake has found setting up 75 minutes before the presentation is best.

Jake has most of the equipment listed above and can bring it if requested. Please let him know what you have or don’t have. Put a mark by each item to signify you will have it ready. Send this list back to Jake and he will address any questions.