



**AV SETUP CHECKLIST**

Kirk Behrendt's Lecture

Lecture For (Organization): \_\_\_\_\_

Lecture Date: \_\_\_\_\_

- \_\_\_\_\_ 1. One Wireless Lavalier Microphone
- \_\_\_\_\_ 2. One LCD Projector
- \_\_\_\_\_ 3. A Projection Screen (minimum size should be 12 ft x 16 ft)...the larger the better
- \_\_\_\_\_ 4. One small table in front of the projector to place the computer
- \_\_\_\_\_ 5. **4 JBL / Mackie speakers on stands (15 inch / 300 watt) MIC AND SOUND FROM COMPUTER MUST BE STREAMED THROUGH SPEAKERS.**
- \_\_\_\_\_ 6. Room set up is classroom style with the screen at the front & center of the room
- \_\_\_\_\_ 7. AV Technician **must** be on-site one hour prior to lecture.

How many DOCTORS will attend? \_\_\_\_\_

How many TEAM MEMBERS will attend? \_\_\_\_\_

How many TOTAL AUDIENCE MEMBERS will attend? \_\_\_\_\_

**For questions about AV set up please call Kirk on his cell phone 816-260-6084.**

***Please fax this completed checklist to 413-556-2237.***