

Audio Visual Requirements:

Equipment

In an effort to have your event run as smoothly as possible, please arrange to have the following items for Lorin's presentation:

- **A Lavalier Microphone.** Lorin prefers a wireless lavalier, and it is not mandatory.
- **One (1) Hand-held Wireless Microphones.** Based on need. Lorin's presentations are interactive, and if the group or room is large, hand-held microphones work well for participants to use.
- **LCD Digital Projector and Screen.** Should be able to project an image of 1024 x 768 resolution. Please provide UGA cable to projector.
- **House Sound System with stereo mini-jack cable** to provide audio directly from Lorin's laptop computer.
- **Easel/Flipchart and Markers.**
- **Small Table with Water.** (Lorin does not use a lectern.)
- **Bar Stool for Lorin to sit on.**

Recording Devices

If you are interested in recording Lorin's presentation in either a video or audio format, please contact us prior to her arrival to discuss your needs and desires. If you have any questions or concerns, please feel free to contact Gail Benmosche gail@businesskeeping.com or phone 518.371.3800.