

AV Requirements for Mark DeVolder

Checklist - Please provide the following:

- ☐ **Small floor fan on stage near podium (important!)**
- ☐ **Please ensure that the room is cool- 68 degrees Fahrenheit / 19 degrees Celsius before people are in the auditorium (important!)**
- ☐ Podium on stage (Please don't put a laptop on the podium.)
- ☐ Wireless, clip-on microphone
- ☐ Handheld microphone
- ☐ Wireless remote clicker
- ☐ Count-down timer
- ☐ Laptop capable of running PowerPoint 2016 or Mac OS
- ☐ Mark's presentation has embedded music clips. Please ensure that your computer is able to play wav music files in Windows Media Player.
- ☐ Confidence Monitor visible from stage. A laptop may also be used as the monitor. Please ensure it is visible on stage and not put on the podium.
- ☐ Projection screen (set up to the right or left of the stage.)
- ☐ Computer projection system and cable
- ☐ Speakers for audio and video
- ☐ Glass of ice water