







# AUDIO VISUAL CHECKLIST

-  **TIMING**  
We will arrive 30 mins prior to the start of the program to set up.
  -  **LARGE WHITE SCREEN**  
For multimedia projection.
  -  **DATA PROJECTOR**
  -  **LAPTOP + SOUND SYSTEM**  
A laptop or computer with USB port, which is connected to your sound system. Our presenters will bring a USB to play videos and media in the presentation.
  -  **ONE HAND-HELD MICROPHONE**  
Dependant on presentation environment and group size.
  -  **STAFF**  
Please ensure that there are staff members present throughout the entire presentation.
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Thank you very much for assistance in this area.  
Please contact us if any of the above is not available.