

CARLA ZILKA

AV Checklist

To ensure a successful meeting, below are requirements for Carla's presentation.

Media:

1. Projector
2. Projection screen
3. Adapter for a MAC to present on screen
4. Wireless microphone
5. Handheld microphones for audience
6. Internet Wi-Fi
7. Lighting to enhance speaker
8. Video recording of session

Materials:

1. 2 Flip charts with sticky back
2. Scotch tape
3. Markers- Blue, Black, Red, Green
4. Post-it notes for each participant
5. Pens for each participant
6. Printed copies of handouts
7. Table for books to be displayed
8. Water for speaker