

APPENDIX A

A/V REQUIREMENTS

DR. KEVIN SNYDER

All Programs

Program Time: Approximately one hour

Sponsor agrees to provide all of the following audio-visual requirements for the Speaker:

- Someone energetic to introduce Kevin with their own microphone
- Sound check at least one hour prior to presentation
- Lavalier microphone and handheld wireless microphone for audience participation
- One cart or table for laptop
- Sound capabilities for laptop and DVD video (*plugged into house sound system, preferred*)
- Speaker will be bringing PC laptop with HDMI input
(*VGA connector will not work unless adapter also provided*)
- LCD projector and screen
- Skirted table on stage (*3x6 preferred*)
- One chair on stage
- Pens or pencils for each participant
- Printed handouts and assistance to pass them out
(*will be emailed to host prior to speaking engagement*)
- Stage/speaking platform is highly recommended for all audiences
- Monitor directly in front of stage/platform on audience level and facing stage/platform.
(*If monitor not available, Kevin will use his own laptop. Ensure HDMI cord can reach*)
- A bottle of water would be appreciated

Presenter will bring:

- Toshiba Laptop (PC) with HDMI input
- Props

Contact Kevin at snyder@campuspeak.com or contact the CAMPUSPEAK office at 1 (844) 745-8570.

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