

# APPENDIX A

## A/V REQUIREMENTS

### **SUZETTE WALDEN COLE**

*All Programs*

Program Time: Approximately one hour

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

- Wireless microphone (lapel/lavalier)
- Additional microphone on stand in audience for Q&A
- Podium
- LCD projector with screen
- Speaker will be bringing PC computer with HDMI video connection
- Ability to play sound from computer (3.5 mm audio connection)
- Wireless internet access
- Power from an extension cord
- A bottle of water would be appreciated

Contact Suzette at [suzette@campuspeak.com](mailto:suzette@campuspeak.com) or contact the CAMPUSPEAK office at 1 (844) 745-8570.

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