



Bob Stavnitski – AV & Room Setup Requirements

1. Microphones

- Lavalier (clip-on) microphone for mobility.
- Hand-held microphone for audience interaction or backup.

2. Visual Presentation

- PowerPoint will be used. Please provide a projector and screen that are suitable for the room size and audience visibility.

3. Stage Setup

- A raised platform (3'–6' height) is requested for visibility.
- Include a small table and a podium or a tall boy table.
- Front row seating should be no more than 6 feet from the stage.

4. Room Configuration

- The room layout should be flexible to suit various audience sizes.

5. Tech Connections

- HDMI or appropriate adapter ports for connecting and controlling a laptop presentation.

6. Additional Materials

- One large flipchart with markers.
- Reliable internet connection for Bob's use during the presentation.

7. Pre-Event Setup & Communication

- Bob requests access to review the room setup the evening prior to the event, if available.
- All A/V needs and logistics should be confirmed and finalized two weeks in advance.
- A technical run-through should be scheduled two hours before the event begins.