

Karen Judd Smith AV/Requirements

- ✓ Lavalier microphone
- ✓ Hand-held microphone.
- ✓ Keynote or Powerpoint will be used. Karen will need a projector and screen to fit the audience.
- ✓ Preferred large group room set up is a large raised platform (3' - 6') with one small table and no podium. Distance from the first row of seats to the riser should be no farther than 6'.
- ✓ Karen needs a means to get off the stage forward into the audience.
- ✓ Room set-up can be adjusted to accommodate smaller group sizes.
- ✓ Karen will want to be able to look at the room set-up with you the night before the event if possible.
- ✓ All A/V issues will be discussed NLT two (2) weeks before the event.