

BOB GRAY AUDIO/VISUAL REQUIREMENTS

Thank you for inviting Bob to speak at your upcoming event. We would like to do everything possible to make it a tremendous success.

As you are aware, in order to ensure a high-quality program, it is essential that the audio-visual technology be precise. In order to ensure this quality, could you please provide the following.

- DATA (LCD) PROJECTOR
- POWER STRIP for laptop computer.
- SCREEN FOR PROJECTION with a minimum eight (8) feet for audiences under 100. If you anticipate over 100 attendees, it is recommended to have a screen twelve (12) feet or larger.
- SMALL TABLE for laptop computer.
- WIRELESS LAVALIERE MICROPHONE.
- PODIUM AND MICROPHONE for audience participation.
- For audiences of 500 or more a CAMERA, TRIPOD & OPERATOR to project image onto screen.
- 18” – 36” Riser platform
- Please supply cable to allow sound from Bob’s laptop to play through the P.A.
- LARGE WHITEBOARD with the following specifications:

MINIMUM SIZE 6 FEET LONG BY 4 FEET HIGH. The size is critical for Bob’s presentation, unfortunately flip charts or smaller whiteboards will not work. **Bob cannot present without one or with anything smaller.**

Thank you again for inviting Bob and for all your efforts in preparing for this meeting.

IF YOU HAVE ANY QUESTIONS PLEASE CALL KERRY @
905-430-3115. E-mail kerry@memoryedge.com