

Event Equipment, Audio & Visual Requirements



Welcome

1. The purpose of this document is to support good communications regarding the audio visual requirements and expectations by both parties for the Event.
2. This document allows for easy sharing of the Equipment, Audio & Visual Requirements to either parties representatives helping ensure smooth operations on the Event day.
3. Do not hesitate to contact Sharlene if you have any questions regarding this document.

Audio Requirements

4. As specified in the Speaking Agreement signed by both parties the following audio equipment and provision will be as follows;

<u>ITEMS</u>	CLIENT TO PROVIDE	SPEAKER TO PROVIDE	SPEAKER MUST USE	OPTIONAL TO USE	N/A or NOT REQUIRED
Fixed Microphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Held Microphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Lapel Mic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable Speaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Video Requirements

5. As specified in the Speaking Agreement signed by both parties the following video equipment and provision will be as follows;

<u>ITEMS</u>	CLIENT TO PROVIDE	SPEAKER TO PROVIDE	SPEAKER MUST USE	OPTIONAL TO USE	N/A or NOT REQUIRED
In house Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable Camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Equipment Requirements

6. As specified in the Speaking Agreement signed by both parties the following equipment and provision will be as follows;

<u>ITEMS</u>	CLIENT TO PROVIDE	SPEAKER TO PROVIDE	SPEAKER MUST USE	OPTIONAL TO USE	N/A or NOT REQUIRED
Lectern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projector & Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laptop / Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>OTHER (Specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Setup Arrangements

7. The following arrangements are agreed to for the timely sharing, communication and application of the Equipment, Audio & Visual Requirements;

Technical POC: (To coordinate Audio Visual) _____ On site-contact: (To manage site access and egress) _____
Telephone _____ Telephone _____

(EG: The SPEAKER will email the PPT to the CLIENT no later than 48 hrs before the Speaking Event time)

(EG: The CLIENT will have a table at the back of the room setup for SPEAKERS products)

(EG: The SPEAKER will setup their Video equipment to the far left side of the stage for recording)