Audio Visual and Presentation Requirements

- **Handheld (preferred) or wireless lavaliere microphone**
- **Computer:** Steve will provide a Dropbox link to his slides prior to the presentation.
- **Projector:** Video/data projector to interface with laptop computer. This should be a current model projector (minimum 1024x768 VGA resolution bright enough to be seen on the screen without dimming the room lights.
- **Wireless remote control or clicker**
- **Screen:** A large computer projector screen, raised as high as possible off to the side of the main stage.

- **Lighting can make or break an event!** Please be sure that there are no floodlights or house lights over or near the screen. This ensures maximum brightness and audience viewing pleasure. Lighting is a problem in most meeting rooms, and often is a bulb by bulb project with the hotel.
- **Room Arrangement:** We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to clearly see and hear Steve.
- If your event will have a stage, please have steps coming off the front of your stage.
- Bottled water (room temperature)

STEVE GUTZLER

GROWING LEADERS AT EVERY LEVEL
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