

Audio Visual Requirements – Jen DeTracey

Please contact Jen DeTracey directly at 604.255.2098 to discuss A/V requirements.

Audio Visual:

- One lapel microphone (cordless) fully charged batteries
- Backup microphone
- Extra-large screen – 12' if possible
 - ✓ Ideal placement of screen is left of stage/platform
- LCD projector for her PowerPoint presentation
 - ✓ XGA 1024 x 768 resolution or better

Riser:

- Raised stage/platform (without podium)
- Small round table with glass of water
- Cables for laptop (on stage) to connect to LCD projector

Seating:

- Theatre or classroom style preferred
- No middle aisle when possible
- Size depends on group numbers

Handouts:

- Depending on the size of the audience, Jen will either e-mail handouts (two), ship via mail or bring to the presentation

Video or Audio Taping:

Jen DeTracey encourages the presentation to be taped. The client is required to provide a MiniDV, DV-Cam or DAT (audio recordings) in lieu of payment. This material is solely owned by Jen DeTracey and can only be used by the client for internal, non-commercial use.