

Ruth Bonetti Audio-Visual Checklist

Equipment required for Seminars and Training: (< 30 participants)

- Whiteboard/ flip chart on left side of platform
- Data projector for computer outlet and screen
- Large jug of **room temperature** water and glasses
- Lectern and/or small table
- Table on stage (1m x 1m draped/dressed) for computer and props, located on stage left (opposite side to flip chart).

Equipment required for conferences, large audiences:

For larger audience sizes and venues the following additional items may need to be considered:

- Wireless lapel microphone (an audio technician should be available prior to the presentation to ensure all in working order)
- Cordless hand-held microphone available on a stand for questions and audience interaction
- 1 Flip Chart stand with paper
- Ruth brings live music and a sound system to keynote presentations to add to the overall dynamics of her presentation. This operates off a 3.5 mini jack. This may need to operate through the venue sound system, and may require cables to the stage for operation. Ruth will bring a CD for back-up.
- Computer Data Requirements. Data-Grade Video Projection for computer output: Front or Rear Projection and screen suitable for the audience size and venue. Ruth uses an Apple Power Book which she runs from the Lectern or front table. If using a Lectern please ensure VGA to Lectern.
- Table on stage (1m x 1m draped/dressed) for computer and props, located on stage left (opposite side to flip chart).

Any questions you may have with any of the above should be asked well in advance of the event to ensure no surprises. If in doubt, call Ruth directly on her mobile 0411 782 404

Payment methods

a) **Cheque** - Please make cheques payable to Ruth Bonetti, Communication Confidence

b) **Electronic funds transfer** - please contact ruth@ruthbonetti.com to obtain bank account details.

Accommodation

Where overnight accommodation is required, the hotel should be advised to have room and meal costs for Ruth Bonetti charged to the client master account. Note: Long distance calls, mini-bar and incidentals are the responsibility of Ruth Bonetti.