

7660 FAY AVENUE, H111
LA JOLLA, CA 92037

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ELEMENT	REQUIRED	PREFERRED
Room Set	1. Non-dining a. Exception: after all dining has been completed and wait-staff has been completed its clearing service	Classroom or Theatre
Table		Highboy Table (have available) a. 24"W x 42"H b. Single post base c. NOT Skirted
Chair		Bar Stool with back and arms (if available)
Writing Media		Flip Chart (small room / audience)
Presentation Screen(s)	One screen of sufficient size to accommodate all members of the audience	1. Two, fixed screens of sufficient size – stage left and stage right a. Delay screens for long rooms (usually required for audiences of 500+) 2. One screen of sufficient size, stage right
Speaker's Presentation Monitor	One screen of sufficient size (in front of audience and facing Speaker) to allow Speaker to see presentation while facing audience	Prefer two screens (one facing stage right / one facing stage left)
Speaker's Timer	Large display digit clock with large LED readout (by Speaker's Presentation Monitor(s))	Prefer two digital clocks with with large LED readout (by Speaker's Presentation Monitor(s) - one facing stage right / one facing stage left)
Audio	Wireless microphone	1. <u>Strong Preference:</u> Lavalier 2. Handheld
Video Tools	Wireless Presentation Remote – USB ("clicker" to control presentation)	Minimum range: 100 feet

Client

By: _____
 Printed Name: _____
 Title: _____
 Date: _____

By: _____
 Printed Name: Mark Little

 Date: _____
