

AV/Room Set Up/Handout Requirements

Thank you for choosing Monica Wofford, CSP as your next event speaker, facilitator, or trainer. We look forward to working with you! In order to create an ideal environment for your participants, the following suggestions will serve as good general guidelines for setting up the room and sharing handouts.

Our AV Requirements typically include the following for Monica Wofford, CSP:

- 1 wireless clip on microphone
- Access to step both on and off the stage
- With an audience of less than 500 participants, there is typically no need for Power Point slides nor projectors. However, if your room is nearly as wide as a football field or you have specific audience requirements in this regard, please just let us know.
- If your conference keynote requires Power Point, may we request an LCD projector with appropriate lumens to provide high contrast and visibility. Both standard and wide format Power Point slides are available. Please confirm your ideal option.

If you are hosting a training event, may we request:

- Flip Charts Stands
- Flip Chart Pads of Paper that are sticky on the back
- Team Table Classroom set up
- Handouts printed in double sided color (typically we bring these to your event)

For full day training programs, we also request the use of:

- One high top chair or bar stool

Each event has different needs and logistics and our most important client is you and your audience. We will be happy to discuss each nuance with you and thank you in advance for your assistance and efforts in securing the above or other ideal items to help make your event wildly successful!