TAES LEAVITT A/V REQUIREMENTS

Please have ALL of the items below in place 60-minutes *before* TAES speaks 👍

1 MICROPHONE

- One wireless lapel (lavalier) microphone.
  —AND—
- One handheld wireless microphone and a mic stand.

2 SLIDES: PROJECTOR AND AUDIO

- Taes will use her own laptop to run her slideshow.
- Her slideshow contain images, audio, and video.
- Please provide the HDMI or VGA cable to connect to the venue's projector.
- Please provide the audio cable to connect to the venue's soundboard.

3 SEATING ARRANGEMENT

- Please sit the audience directly in front of Taes; theater style.
- No seating behind or to the side of Taes, please.
- If using a gymnasium, the audience must sit on one side of the gym.
- Please use stand-up speakers, not speakers in the gym ceiling (they echo).

4 TWO BOTTLES OF WATER

- Two bottles of water, room temperature, please.