~ Audio / Visual Needs ~

Speaker Requirements for Virtual Meetings:

1) Producer to read chat room questions on Zoom
2) Producer to edit and finalize recording
3) Practice sessions to ensure recordings and camera working
4) Technician to ensure/resolve technical issues
5) Prefer Zoom for recording

Speaker Requirement for In-Person Meetings:

1) Producer/Director to manage audio/intro/outro music
2) Technician to manage equipment/resolve technical issues
3) Necessary cables/connections
4) Room speakers to ensure entire room can hear
5) Lapel Mic/batteries
6) Stand Mic/Removable Mic
6) Practice session/run through prior to the live
7) Video Screen/Projector
8) Projection equipment for PowerPoints/Visuals
9) Timer to alert me to time remaining