



Paula Houlihan

Audio Visual Checklist

Behavioral Transformationist | Executive Coach | Keynote Speaker

EQUIPMENT

- Paula prefers a lavalier microphone (if more than 50 people) with a wireless hand-held microphone for the audience.
- LCD projector (HDMI/VGA)
- Paula can run her PowerPoint from her computer hooked into your AV system, or
- She can provide a USB flash drive containing her PowerPoint at the time of her AV check to the AV Team.
- Paula can bring the necessary converters and adapter cables to connect her laptop with your AV System, if needed.

ROOM SETUP

To maximize the impact of Paula's presentation for your attendees, please consider the following:

- Participants are best seated at half round tables with 6 participants at each table. Paula can accommodate classroom style or auditorium style seating if the room requires. Please let her know if half-rounds are not available so she can adjust her presentation accordingly.
- Each table should have notepads and pens for the "knowledge-sharing" portion of the day.



INTRODUCTION

Please use the introduction Paula's office.



RECORDING DEVICES

Please inform us as soon as possible if you plan to audio tape, video tape, broadcast this presentation. This will require prior written authorization.



PHOTOS

Photos are available at www.PaulaHoulihan.com/meeting-professionals



HANDOUTS

If your presentation includes a handout, our office will supply a master handout . for printing. Please do not distribute the handout before the program.



QUESTIONS

Please call us if you have any questions at 715-321-2588