Audio Visual and Staging Requirements

Essence requirements	Check
1. Lapel microphone	
2. Projector and screen	
3. Laptop and lightpro capable of running a Powerpoint Presentation (Version: Microsoft Office Standard Edition 2007)	

Suggestions:

- Where possible, mount the projector from the roof
- Avoid projecting through the middle of the stage where Penny will spend much of her time
- Where controllable, have the audience as close to the stage as possible
- Try and keep the lectern on the side of the stage rather than right in the middle

Ideal Room Layouts:

- Round or square tables cabaret style is preferred
- Theatre style when audience too big to be on tables
- Avoid classroom and u-shape layouts where possible

Please note that Penny's suggestions will of course depend on the nature of the event, audience size and room layout. These suggestions are just that – and are made in an attempt to maximise the success of your event.