



Audio/ Visual Event Inquiry Form

Sound:

Do you need a specific type of microphone?

Wireless handheld

qty_____

Wireless Lavalier

qty_____

Hardwire Microphone

qty_____

Headset Microphone

qty_____

Music:

Would you like us to provide music? _____

Walk-In and Walk-Out

Program Music

Special Tracks

Will there be Specific Cues?

Visual:

Will your presentation be from a laptop? _____

Is your laptop a PC or Mac

Will you be providing your own adapter for the laptop to the display ? _____

Will your presentation have any sound ? _____

What Kind of presentations are there (powerpoint,embedded,videos etc.) _____

How long are the presentations? _____

General: Please note any other special requests or notes:
