



# Room and Equipment Needs

Morgan Success Group, Inc.

## **Client to Provide:**

1. Dual Speaker Public Address System or In-house PA System with Hand held microphone with cord (NO Podium) and power extension cord
2. Variable light controls.
3. Ceiling height of ten (10) ft, or more, across entire ceiling.
4. Single level floor (no pits or steps)
5. Carpeted floor
6. NO posts anywhere in room that would interfere with attendees seeing stage or presenter
7. IF attendance is 80 plus, then use 12' x 16' riser 18" to 2' high.
8. 6' x 30" draped and skirted table for presenters equipment.
9. Free standing 8' Wide screen with Keystone bar. In some cases a 10' Wide or larger might be needed depending on audience size.
10. Refer to attached seating arrangement diagram

## **Speaker will provide:**

1. Two Wireless microphones – One handheld and one lavalier.
2. 9 Channel Mixer
3. LCD Projector
4. Laptop computer for presentation
5. CD Player
6. Cassette Player
7. DAT Recorder
8. Power Strip
9. Legally licensed music
10. Depending on size of group, a complete P.A. system.

Size of room determined by usable seating space, NOT square footage.

Classroom tables should be either 6' x 18", or 8' x 18", with tablecloth coverings and skirted.

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