



Audio Visual Checklist

Equipment: Mr. Burrus will bring his own laptop computer. In order for the presentation to have the greatest possible impact on your attendees, he will also need:

- A wireless lavalier microphone.
- Mr. Burrus will bring his laptop computer. (His office will let you know what type of laptop he will be using for this presentation.)
- His laptop can be placed with the AV personnel or next to the lectern.
- If his laptop is placed next to the lectern, he will need a small table, preferably waist high, placed next to the lectern to set his laptop on.
- A large screen and video projector.
- A cable for connection from laptop to video projector and an outlet near the table for power.

Introduction: Please use the introduction provided by our office, or use it as a guide in preparing your introduction.

Photos: Photos are available on our website www.burrus.com. We are happy to supply you with articles or additional information to assist you in your program advertising, at your request.

Handout: A handout master has been provided by our office. Please do not distribute the handout before the program unless it is to be pre-assembled in a folder along with other materials for your meeting.

Recording Devices: Please inform us as soon as possible if you plan to audio tape, video tape, broadcast or transmit this presentation. This will require prior written authorization from our office.

Questions: If you have questions or need any additional information, please feel free to contact Jennifer at 1-800-827-6770.