

AV Equipment Checklist

Please take a minute to fill out this list with the A/V needs for your event here at the Prince Conference Center. A prompt return of this sheet will help ensure equipment availability.

Video Equipment	What are you planning to Use
DVD	<input type="checkbox"/>
VHS	<input type="checkbox"/>
Computer (PowerPoint or other - providing own computer) * Specify MAC or PC	<input type="checkbox"/> _____
Laptop:(Powerpoint or other - using Prince computer)	<input type="checkbox"/>
Document Camera / Overhead Projector	<input type="checkbox"/>
27" TV / VCR / DVD Combo Unit (Cart)	<input type="checkbox"/>
Slide Projector with Zoom lens and wired remote	<input type="checkbox"/>
In room Audio/ Visual Technician (Charge incurred)	<input type="checkbox"/>

* Note: If at all possible, please test your PowerPoint presentation on the laptop you plan on bringing prior to the event.

Audio Equipment

Handheld Microphone - Wired	<input type="checkbox"/>
Podium Microphone	<input type="checkbox"/>
Handheld Wireless Microphone	<input type="checkbox"/>
Wireless Headset Microphone	<input type="checkbox"/>
Microphone Stands - regular or boom stands	<input type="checkbox"/>
CD Player	<input type="checkbox"/>
Tape Player	<input type="checkbox"/>
Audio Cassette Recording (charge incurred)	<input type="checkbox"/>
Conference Phone (Charges incurred for long distance calls)	<input type="checkbox"/>
Microphone Mixer - 6 channel	<input type="checkbox"/>
Mackie Active Speakers with stands	<input type="checkbox"/>
Liberty speaker with stand	<input type="checkbox"/>
Direct Box	<input type="checkbox"/>

Other Presentation Accessories

Whiteboard	<input type="checkbox"/>
Flipchart	<input type="checkbox"/>
Laser Pointer	<input type="checkbox"/>
Remote Presentation mouse - USB - PowerPoint	<input type="checkbox"/>
Podium	<input type="checkbox"/>
Extension cord/ Power Strip	<input type="checkbox"/>
Internet - Wired	<input type="checkbox"/>
Tape - Masking	<input type="checkbox"/>
Pipe and Drape 8' tall	<input type="checkbox"/>

The Prince Conference Center now offers high Speed wireless internet- available in all conference rooms
 If you have any other Audio/ Video needs or concerns, please feel free to contact us.
 We will do our best to work with you to ensure all your needs are met.