

## Room set up requirements for Regina Clark, CSP

- ✓ Regina will bring her laptop and her PowerPoint presentation on a USB drive
- ✓ A projector
- ✓ One portable/moveable set of steps from the front of the platform (to be used for Regina to move easily from the stage into the audience)
- ✓ One small table on stage for props
- ✓ One lavalier microphone for Regina
- ✓ One hand held cordless microphone for the audience. Regina will interact with the audience.
- ✓ One mini jack (to plug into the sound system with Regina's lap top)
- ✓ One bottle of water

The ideal setup includes two screens that are on the side of the main stage with no podium on the stage.