

AAUW, MINNEAPOLIS BRANCH, MEDIA FOR PROGRAMS

Stage/Audio Committee Volunteers

Mary Jo Blonigan	763-545-6595
Esther Fabes	612-920-3228
Dee Flynn	763-544-3024
Karen Ringsrud	612-922-0555
Ann Vanvick	763-425-3429

A/V Committee Volunteers

Esther Fabes	612-920-3228
Lois Peterzen	763-545-2612
Karen Ringsrud	612-922-0555
Ann Vanvick	763-425-3429
Sharon Bigot	612-378-2783

If we have not heard from you, the stage will be set with the podium and mike centered.

If your speaker needs any other arrangement, **YOU MUST SIGN THE FORM** on the a/v equipment closet door on the lower level by the coat room.

Here is a list of our equipment and information you need from your speaker:

I. Equipment

- A. Dell computer for use with a Power Point presentation
- B. DVD player
- C. Kodak carousel slide projector
This is most often used for art presentation, although more and more people are using the computer instead.
- D. VCR for display of a video tape
- E. Overhead projector for transparencies
Transparencies must be at least 24 point font print in bold.
- F. Boombox to play a cd

II. Information you need from your speaker regarding Power Point presentations

Speaker is encouraged to email the presentation to alvanvic@ties2.net **and** bring a backup on a disc or jump drive.

Will speaker bring own computer? Yes___No___

If yes, and it is a Mac, speaker will need to bring the proper connection

Computer is a Mac? Yes____No____

If no, i.e., speaker will use our computer, speaker will bring
CD___or jump drive_____.

Will speaker bring own projector? Yes___ No___

If yes, speaker must bring their own computer and necessary cords.