



## **A/V Requirements**

The following items must be in place before Alton Jamison will speak.

### **EQUIPMENT:**

- One handheld wireless microphone [**No More Handcuffs Keynote Presentation**]
- One lavalier microphone, PowerPoint capabilities, laptop, projector, and screen [**Keynote Presentations and Small Group Workshops**]

### **SEATING ARRANGEMENT**

Please seat audience directly in front of Alton Jamison. Do not allow people to sit behind or to the side of the stage. If using a gymnasium, fill up each side first, and then fill up the gym floor. If using an auditorium, please keep well lit and the stage empty. A podium is not required. When using a flat room, please provide a riser for Alton to stand on so that he may be seen.

### **PROPS**

Please provide Alton with 1 bottle of water.

### **MERCHANDISE TABLE**

Please have a table and chair ready near the area that Alton will be speaking, so he may sell and sign any additional products. Please provide an assistant to help Alton Jamison with his products.

### **SMALL GROUP SESSION**

If Alton is presenting a small group workshop; please provide Alton with a quality sound system, microphone, lectern or podium, one table and one chair, and PowerPoint capabilities with the necessary equipment (ex. Screen, projector, and laptop).