

AV Equipment Checklist – State College of Florida Manatee-
Sarasota, Lakewood Ranch Campus, Sarasota, Florida

Please take a moment to fill out this list with the AV needs for your event at the FDEA Annual Conference.

Please let us know what you are planning to use.

Video Equipment

- | | |
|---|--------------------------|
| DVD Player | <input type="checkbox"/> |
| VHS Player | <input type="checkbox"/> |
| Laptop Computer (please specify MAC or PC) - or are you bringing your own? | <input type="checkbox"/> |
| 55" Monitor on a rolling stand | <input type="checkbox"/> |
| Tripod screen with support package (if you are bringing your own projector) | <input type="checkbox"/> |
| Tripod screen and LCD projector package | <input type="checkbox"/> |

Audio Equipment

- | | |
|--|--------------------------|
| Podium Microphone | <input type="checkbox"/> |
| Wireless Handhelp Microphone | <input type="checkbox"/> |
| Wireless Lavalier Microphone | <input type="checkbox"/> |
| CatchBox Throwable Microphone | <input type="checkbox"/> |
| Microphone Floor Stand | <input type="checkbox"/> |
| CD Player | <input type="checkbox"/> |
| Computer Audio Connection | <input type="checkbox"/> |
| <i>***Please note that any audio will require a mixer to be added to the room***</i> | |
| House Sound System | <input type="checkbox"/> |
| External Sound System - Freestanding Speakers | <input type="checkbox"/> |

Additional Presentation Equipment

- | | |
|--|--------------------------|
| Polycom Speakerphone with DID line | <input type="checkbox"/> |
| Whiteboard Package with Markers | <input type="checkbox"/> |
| Post-It Flipchart Package with Markers | <input type="checkbox"/> |
| Laser Pointer | <input type="checkbox"/> |
| Presentation Remote | <input type="checkbox"/> |
| Extension Cord/Power Strip Package | <input type="checkbox"/> |
| Pipe and Drape (how much??) | <input type="checkbox"/> |

Internet Options

- | | |
|--|--------------------------|
| Wireless Internet - please note number of connections or bandwidth desired | <input type="checkbox"/> |
| Wired Internet - please note number of lines and bandwidth desired | <input type="checkbox"/> |

Technician

- | | |
|--|--------------------------|
| Dedicated In Room Technician (please note how long they will be needed) **Extra Charge | <input type="checkbox"/> |
|--|--------------------------|

Please note any additional needs or special instructions: