**Alumni Event Audio-Visual Questions**

Audio-visuals needs for an event can be one of the most expensive items in your event budget and one of the most frustrating. Some venues are very well-equipped to handle PowerPoint presentations while others ask you to use an outside vendor. In either case, there are some questions which always need to be answered in order for the presentation to come off smoothly.

**Questions to Ask the Presenter:**

1. Will you have a PowerPoint presentation?
2. Will your presentation have sound, or will your presentation just be text and/or pictures?
3. Will you need internet access?
4. Will you be supplying your own laptop?
	* + If using your own is it a Windows or Mac computer?
		+ *\*If you bring a Mac, you will most likely need to provide your own cable (called a dongle) that connects the laptop to the projector\**
	* If using a venue computer, would you prefer a Mac or Windows computer?
5. Do you need a microphone? If so, do you have a microphone preference- lavaliere or podium microphone?
6. Do you need a wireless advancer? Laser pointer?
7. Any other specific AV needs?

**Other Considerations:**

* Check out the venue ahead of time to make sure the view from the audience is unobstructed (too close, at an angle, etc.)
* Is the venue space dark enough for a visual presentation? Be sure to take the time of day of the event into consideration.
* If you offer a Q& A session, do you need/want cordless mics for audience?
* Do you need a technician on-site to manage the presentation?
* Do you need a riser or stage to make speaker visible?
* Be sure to get a detailed quote from the vendor in advance. Outside AV companies can be very expensive.