



✓ CHECKLIST FOR THE DAY OF JON SCHALLERT'S PRESENTATION ✓

Below is a list to be provided by or completed by your group in order to ensure that Jon's presentation proceeds smoothly.

- Wireless lavalier microphone that can attach to Jon's lapel. This will only be needed if you anticipate an audience of more than 50 people, or if the room is large. Please check that the microphone is in working condition prior to Jon's arrival.
- Small table for LCD projector and laptop computer that Jon will be bringing. Recommended size: 30" X 30" surface area, approximately 3-4 foot high. Table should be placed approximately 8-10 feet directly in front of projection screen. If presentation is to be conducted on a stage, please call us to discuss alternate set-up.
- Extension Cord and Electrical outlet for two (2) electrical plugs for Jon's laptop and LCD projector. A power strip works well for this, connected to an extension cord that is run from the table Jon's equipment will be located on to the nearest outlet.
- Roll of duct tape. Please have on table for Jon's use when setting up before the session. The extension cord will have to be taped to the floor after Jon has positioned his equipment.
- Drawing pad on an easel with markers at the front of the presentation area.
- 10-foot projection screen or largest the room will hold. If you are using a backlit or rear-projection screen, please call us to discuss logistics.
- Check room lighting before day of presentation. Unscrew any bulbs directly over projection screen.
- Introduction for Jon Schallert will be provided by us. Please make sure that the person introducing Jon has this.

If you should have questions, please contact our office at (303) 774-6522