This questionnaire is designed to make sure we at the Mission Health / A-B Tech Conference Center can have all the audio and video resources necessary to ensure seamless delivery of your content to your group. We understand that needs may change as the event draws closer, but this form is designed to act as a starting point from which we can configure our space and equipment to best serve the needs of your presentation. ***NOTE:*** *All explanations should be 80 characters or less (except comment section at bottom).*

*Please fill out and return with rental agreement. All fields are required.*

**Event Title**: District Assembly **Event Date**: May 18, 2019

**Name**: Margaret Gormley-Chapmam **Contact Information**: ashevillerotary@bellsouth.net

## A/V Setup

**On Site A/V Person**: Billi Black **Contact Information**: dg15-16@rotary7670; 828-371-0959

Will microphones be needed?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: Use to enhance speaking |

Will computers be needed?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: [Explanation] |

Will there be any video or slide show presentations?

Will you need a presenter remote to progress a slideshow?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: Not sure, will know closer to the date |

Do you want to schedule an A/V trial run before the event?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: Yes, will be in touch prior to the event |

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: Still in process |

Will be back in touch with fuller details closer to the date.