

**South Surrey Garden Club Audio-Visual Information**

We can provide and will run the following during your presentation:

* **Windows-based** Laptop – with PowerPoint 2007
* Projector with remote for advancing PowerPoint slides
* External speakers for audio slide presentation
* Lapel Microphone (optional)

**Please fill in the following**:

* Will you be using a PowerPoint Presentation?  YES NO
* **If the answer is YES**, please bring the presentation on a USB Flash Drive, and give it to the Sound Technician when you arrive at the event.
* *If you have created the presentation in a non-Windows-based program, please convert to a PDF. If you require assistance with this request, please contact* [*kiewing@telus.net*](mailto:kiewing@telus.net)
* If you wish to use the lapel microphone, please check this box. YES
* **If you prefer to bring your own laptop**, please be at the event at least one hour before the event starts, so we can ensure that your laptop will run with our projector.