

AV Equipment Checklist

Please take a minute to fill out this list with the A/V needs for your event here at the Prince Conference Center. A prompt return of this sheet will help ensure equipment availability.

Video Equipment

Projector / Screen for PowerPoint*: Yes No

In Which Room(s) If Applicable: _____

Projector / Screen for VHS Video: Yes No

In Which Room(s) If Applicable: _____

Projector / Screen for DVD Video: Yes No

In Which Room(s) If Applicable: _____

Document Camera / Overhead Projector: Yes No

In Which Room(s) If Applicable: _____

TV / VCR / DVD Combo Unit: Yes No

In Which Room(s) If Applicable: _____

Laptop: (fee incurred) Yes No

** Note: If at all possible, please test your PowerPoint presentation on the laptop you plan on bringing, prior to the event.*

Audio Equipment

Handheld Microphone: (wired) Yes No

In Which Room(s) If Applicable: _____

Podium / Podium Microphone: Yes No

In Which Room(s) If Applicable: _____

Handheld Wireless Microphone: Yes No

In Which Room(s) If Applicable: _____

Wireless Headset Microphone: Yes No

In Which Room(s) If Applicable: _____

CD Player: Yes No

In Which Room(s) If Applicable: _____

Tape Player: Yes No

In Which Room(s) If Applicable: _____

Audio Cassette Recording: (fee incurred) Yes No

In Which Room(s) If Applicable: _____

Polycom Conference Phone Yes No

In Which Room(s) If Applicable: _____

*If you have any other Audio/Video needs or concerns, please feel free to contact us.
We will do our best to work with you to ensure all your needs are met.*