

## QUESTIONS TO ASK YOUR SPEAKER WHEN PLANNING YOUR EVENT

### Sound Support

What type of microphone do you prefer? (Note: not all options are available in all locations)

- Handheld, wired?
- Handheld, wireless? (occasional sound interference possible)
- Lapel?
- E-6 Countryman (Over-the-ear)?

If more than 2 microphones are needed, please contact the Sheila Pettis at 677-2630 or [sheila.pettis@indwes.edu](mailto:sheila.pettis@indwes.edu) to fully describe your sound support needs.

### Powerpoint

- Does your presentation contain sound and/or video clips?
- Will you be accessing the internet during your presentation?
- How are you bringing your media presentation?
  - Flash Drive?
  - Can you email it?
  - Are you bringing your own laptop?
    - MAC (please bring your own cables/cords)
    - PC

### Additional Media

- DVD?
- CD or iPod?
- Internet Video?
- VHS?
- Other?

### Additional Requests/Needs

- What other technical or support items we can provide to assist you?