

**Otis Williams’ Audio Visual Checklist**

**EQUIPMENT:** Otis will bring his own laptop computer. In order for the presentation to have the greatest possible impact on your audience, he will also need the following:

❑ Wireless lavaliere microphone

❑ LCD projector and screen

❑ Cable for connection from laptop to projector (Otis’ computer can support both HDMI & USB 3.0 cables)

❑ Flipchart with paper and markers (for audiences of less than 100)

❑ Audio input jack for iPod to patch into the sound system

❑ **Sound check!**

**RECORDING DEVICES:** Please inform us as soon as possible if you plan to audio tape, video tape, broadcast or transmit this presentation. This will require a separate agreement and prior written authorization from our office.

**QUESTIONS:** If you have any questions or need additional information, please feel free to call Otis directly at (513) 600-5691