



Action Presentations P/L

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WEB SITE www.actionpresentations.com.au

Action Presentations AV equipment suggestions

Have you organised the following

- Data / Video Projector
- Projection Screen
- Sound Amplification for Video
- PA System and Microphones (hand held and Lapel)
- Lectern
- Notebook Computer (compatibility)
- Remote Mouse for Computer
- DVD Player
- Scaler Mixer and switching Devices
- Elevated stage
- Lighting requirements
- Scheduled a pre test
- On site technical support
- Video Camera recording
- Whiteboards/ Flip Charts and paper
- CD Player for music
- Overhead and slide projector



Action presentations staff can advise and assist with your requirements.

Just give us a call with the following information enabling us to advise you

1. How many people will be attending?
2. Venue type and size
3. How much ambient light will be in the room?
4. Presentation media Microsoft PowerPoint only
5. Combined Microsoft PowerPoint and Video with sound
6. Set up time and date
7. Access to venue