



Audio-Visual Set Up

MICROPHONE: Matthew requires a wireless lapel microphone. If one cannot be obtained, a wireless handheld is an alternative. No cord, please.

ROOM SET-UP: If seating is set theatre style for programs, chevron layout is preferred with chairs staggered.

STAGE: Please provide a ramp so Matthew can wheel onto the stage.

LCD PROJECTOR: Depending on the program, Matthew will need an LCD projector, laptop or DVD player and a large screen, so please double-check with us on format.

PODIUM: Matthew uses the full length of the stage and doesn't speak from behind a podium. However, you may leave the podium on stage for the introduction.

WATER: Please have water available for Matthew.