



www.pesi.com • PO Box 1000 | Eau Claire, WI | 54702 • P 800.844.8260 F 800.554.9775

## AUDIO VISUAL REQUEST FORM

Please complete this form and return it to  
Amy Forsberg: [speakersupport@pesi.com](mailto:speakersupport@pesi.com) or 715-855-8143 (fax)  
Questions? Call Amy at 715-855-8131

Speaker: \_\_\_\_\_

Topic: \_\_\_\_\_

Place an X in front of the equipment you need PESI to arrange/order for your presentation.

\_\_\_\_\_ LCD projector for PowerPoint presentation – will be shipped to you so  
you can carry it with you to each location

\_\_\_\_\_ Lapel microphone (will be ordered if there are 30 attendees or more)

\_\_\_\_\_ 8 ft screen

\_\_\_\_\_ Podium

\_\_\_\_\_ Tall Stool

\_\_\_\_\_ Sound patch for sound from computer

(This is required for the audience to hear audio from your laptop.)

- You are responsible for bringing your laptop computer.
- Please have an extra copy of your presentation stored on a USB drive in case of problems with your laptop.
- A microphone will not be ordered if the registration is under 30 attendees.
- **No Internet connection will be provided in the meeting room. (Some facilities will offer free WiFi in the meeting room, however, please do not assume this will be the case.)**
- PESI does not rent DVD players, VCRs or TVs. If a short video needs to be played, please plan on using your laptop.
- Whiteboards and/or flipcharts will not be rented due to visibility; a program like Microsoft Word can be used through your laptop and LCD projector.

Comments or questions:

---

---

---