***Sharing Hope in Crisis* Live Seminar**

EQUIPMENT & SET-UP

Please see below an overview of the set-up and equipment needs for the Sharing Hope in Crisis seminar:

1. Facility Requirements
   a. There will be a need to access the training room/sanctuary for set-up and a sound check the Thursday or Friday before the seminar (that is scheduled on a Saturday).
   b. Additional space is required if serving lunch on-site to the attendees.
   c. Provide one 6' or 8' table to the Rapid Response Team for displaying materials and exhibit.

2. Equipment (to be provided by the Training Venue)
   a. The speaker will need to have direct access to his personal Macbook or laptop to run the presentation and advance slides from the stage
   b. Video, audio and power sources that can reach the presenter's computer
   c. A podium or high-top table on stage for presenter's laptop
   d. Hands-free wireless mic

3. Set-up for Check-in
   a. The Seminar Host is responsible for collecting contact information on individuals who register at the door and checking in those who have pre-registered.
   b. Hand-out materials are to be distributed to attendees at check-in.
   c. Table(s) and volunteers for check-in to be provided by the host venue. (Number of tables and number of volunteers needed will be determined by registration total.)

*As needed, requirements can be discussed with host Tech Team prior to the seminar