Billy Graham Rapid Response Team

Sharing Hope in Crisis 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 day before the seminar.
   b. Additional space is required for 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 Church)
   a. Projector screen
   b. Projector with a VGA cord to the platform/podium for a laptop connection
   c. A ¼ or 1/8 connection for the laptop to utilize the house sound system or positioned speakers. (We can provide a ¼ to 1/8 adapter if needed)
   d. A stable podium with an electrical outlet, sound connection (1/8) and VGA cord nearby for the presentation.
   e. The speaker will use a MacBook for the keynote presentation with videos embedded, thereby needing capability for sound connection.

3. Set-up for Check-in
   a. RRT will provide the church a list of attendees that pre-registered through Event Brite. The church is responsible for collecting information on individuals who register at the door and checking in those who have pre-registered. Manuals are to be distributed to attendees at check-in.
   b. Table(s) and volunteers for check-in to be provided by the church.
      (Number of tables and number of volunteers needed will be determined by registration total.)

Note: If a VGA cord (projector connection) is not available from the house projector to the laptop, a portable projector could be used, but should be close enough to connect to the laptop.