



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.