

HARTLEY INTERNATIONAL

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Room Requirements

Fire Up Your Life!

- Microphone:** Cordless/Hand Held Microphone
- Audio / Lighting:** CD player plugged into main sound system
One (1) Assistant to turn on the three-minute CD *
One (1) Assistant to turn down the lights *
Lighting needs to be operable at one main panel
- Computer:** Computer with Cordless Mouse
LCD Projector
Screen
One (1) Assistant to man computer and LCD projector *
- Other:** One (1) 8-foot table placed in back of room for product
One (1) Assistant to assist at table at back of room *
Raised platform if more than 100 people in audience

* Donna needs to meet with all assistants for 10 minutes, 1 hour prior to the presentation