

## Presenter Checklist for Using Dunbar Auditorium

Please fax, e-mail, postal mail or deliver to Gary Maupin, Dunbar Coordinator, at address below at least one week prior to presentation. Please arrive at least 30 minutes prior to presentation for last minute details.

Name \_\_\_\_\_ Date of Presentation \_\_\_\_\_  
Time of Presentation \_\_\_\_\_ a.m. p.m. (please circle)

The following equipment is available for use in Dunbar Auditorium. Please put a check mark by the equipment you will need to use for your presentation.

- \_\_\_\_\_ Lapel Microphone
- \_\_\_\_\_ Wired Microphone
- \_\_\_\_\_ Multimedia Projector with wireless remote
- \_\_\_\_\_ Laptop computer with CD drive.
- \_\_\_\_\_ Floppy drive. Please avoid if possible.
- \_\_\_\_\_ Internet Access
- \_\_\_\_\_ VHS VCR
- \_\_\_\_\_ DVD Player
- \_\_\_\_\_ Screen
- \_\_\_\_\_ SmartBoard
- \_\_\_\_\_ Sound System
- \_\_\_\_\_ Extension Cord (s) Number \_\_\_\_\_ Length \_\_\_\_\_
- \_\_\_\_\_ Power Strip(s) Number \_\_\_\_\_

Give a brief description of any equipment you will need that is not on this list. We will try to accommodate you if the items are available in the district.

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Please give a description of how you want the stage set up. (Chairs, podium, equipment, etc.)

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Please describe the equipment or media (CD, DVD, floppy disk, VHS tape, etc.) you will be bringing for the presentation. If bringing your own laptop and needing Internet access, does it have a network card? \_\_\_\_\_ Is your card wired \_\_\_\_\_ or wireless \_\_\_\_\_

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Gary Maupin  
500 Bomber Blvd.  
Mountain Home, AR 72653  
Telephone 870-421-5600  
Fax 870-424-5908

**Please contact for any questions.**

E-mail [gmaupin@mtnhome.k12.ar.us](mailto:gmaupin@mtnhome.k12.ar.us)