

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.

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

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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Please contact for any questions.

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