

**Darcy’s AV and Travel Requirements**

* Power Point Projection Equipment, including a LCD projector
* Projection screen large enough to allow visibility to all participants
* Wireless lapel microphone
* Darcy travels from Indianapolis and prefers to make her own flight arrangements. Hotel room reservations (non-smoking, quiet room), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Please arrange ground transportation (to and from the airport) and let our office know who will be meeting her.

**Darcy will provide:**

* Laptop computer or flash drive with presentation and wireless presentation remote

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