

# *Audio Visual Requirements*

*Event Name & Date* \_\_\_\_\_

_____	Flat Screen TV	\$ Free
_____	Sound Cable for TV	\$ Free
_____	Large Screen (6 foot)	\$25.00
_____	Flipchart	\$18.00
_____	Podium (w/ microphone)	\$30.00
_____	Overhead	\$35.00
_____	Projector (Outsourced)	\$350.00
_____	Polycom Phone	\$50.00
_____	Ext. Cord/Power Strip	\$5.00
_____	VCR/DVD Player	\$25.00

\*\*\*prices are per day.

Please mark your audio visual selections. When completed sign and return to our Sales Department with the Rooms Contract. kcop@holtze.com or fax 913-344-8310

I have my Audio Visual requirements selected. I understand that any changes or additions must be made 48 hours in advance.

\_\_\_\_\_  
Meeting Contact

\_\_\_\_\_  
Date

I do not require Audio Visual Equipment for this event.

\_\_\_\_\_  
Meeting Contact

\_\_\_\_\_  
Date