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Lecture Day Checklist

July 1, 2023- June 30, 2024

1. A table of sufficient height for books and water.
2. A bottle of water *and a glass.*
3. Microphone (if needed for the size of the room)
 1. Lavalier microphone is preferred.
 2. Headset microphone is #2 option. Please test for comfort.
 3. Be sure to test microphones comprehensively 1 week or more before lecture.
 4. Please have new batteries and backups, just in case, along with someone who is familiar with how to maintain the system.
4. Separate handheld microphone for introducer. I can not use a hand held microphone.
5. Music stand or small podium for notes
6. Clear floor area in front of room where I will speak at least 6' x 3' wide. If there are any cords on the floor, please tape them down with sturdy tape.