



Equipment & Materials Guide For General Workshops

A. Projection screen:

Preferred: 12' x 12' screen
Acceptable: 10' x 10' screen (for group size of less than 50)

B. Flip chart with markers:

Preferred: "Mr. Sketch" brand markers (with chisel-points)

C. Instructor table:

Preferred: 30" x 6'
Acceptable: 30" x 8' or two 2' x 4'

D. LCD laptop projector with at least 2,400 lumens bulb

E. Wireless lavalier microphone (lapel microphone) for groups over 35 participants. For groups over 50, it may be helpful to provide at least one wireless hand-held microphone for audience use. **Please call** to discuss.

F. Overhead projector with spare bulb and water soluble markers:

Preferred: newer model (no more than 5 years old) with at least 500 lumens bulb and 12 inch (30 centimeters) plate
Vis-a-Vis® water-soluble markers with fine points, enough for 2/table

G. Participant tables for groups of 5-9 (arranged so that all participants face screen)

H. Name tags with first names in large block letters (2-inch high)

Preferred: self-adhesive backed name labels
Acceptable: tags that hang around neck

ITEMS BELOW ARE NEEDED **ONLY** FOR WORKSHOPS OVER ONE (1) DAY IN LENGTH

- **Video (VHS) cassette player and monitor(s) or LCD Compatible Projector:**
 - Required player:** US Standard
 - Monitor:** At least 26" color, one per 35 participants. If multiple units, they must be connected to a common VCR.
- **Participant chairs designed for comfort: padded, mobile, tilt/swivel**
- **Supplies:**
 - Two water-soluble transparency markers per table
 - Roll masking tape
 - Name tent for each participant

Please contact IMT at 941-907-0666 or email imt@imtC3.com for answers to any questions.