



## Video Workshop Equipment Guide

Each participant must have a laptop with DVD hard drive and software for:

- DVD player
- Excel interactive worksheets

### OTHER EQUIPMENT:

#### A. Projection screen:

**Preferred:** 10' x 10' screen  
**Acceptable:** 8' x 8' screen

#### B. Flip chart with markers:

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

#### C. Instructor table:

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

#### D. Video cassette player (VHS): with minute counter

**E. Video monitor(s):** At least 27" color, 1 per 6 participants. For more than 6 people, use multiple monitors wired together with splitter cable to run off one VHS player.  
**Or**  
**CD-Compatible (Preferred)** OR  
A video projector with audio system, capable of producing good quality sound and projecting a high-resolution image in a well-lit room.

#### F. LCD projector (with zoom lens) for use with instructor's laptop computer

#### G. Overhead projector with water soluble transparency markers:

**Preferred:** Newer model (no more than 5 years old) with 500 lumens bulb and 12 inch (30 centimeters) plate.  
One set of Vis-a-Vis® water-soluble markers with fine points.

#### H. Seat participants (12 max.) at tables as indicated on the room layout guide

### ADDITIONAL SUPPLIES:

- **Name tags with first names in large (2-inch high), bold characters.**  
**Preferred:** 2 1/4" x 3 1/2" self-adhesive backing (3/person for use each day **OR** "necklace" type nametags  
**Acceptable:** 2 1/4" x 3 1/2" pin backing
- **Miscellaneous supplies:**  
One highlighter per person  
Masking tape