Thayer Hotel Event A/V Questionnaire

This questionnaire is designed to help make sure we at The Historic Thayer Hotel can have all the resources necessary to ensure seamless delivery of your content to your group. We understand that needs may change as the event draws closer, but this form is designed to act as a starting point from which we can configure our equipment to best serve the needs of your presentation. The IT/AV office can be contacted at 845-446-4731 x7902 with any technical questions you may have. Thank you.

Client name: Click here to enter text. Event date(s): Click here to enter text.

Event room: Choose an item. Event time(s):Click here to enter text.

1. Does your presentation contain? Choose an item.
Comments: Click here to enter text.
2. Do you require an Internet connection for your presentation? Choose an item.
Comments: Click here to enter text.
3. How many laptops/devices will be used to present? Click here to enter text.
4. Where will the presenter be seated (e.g. podium, with group)? Click here to enter text.
5. Will power be required at the tables for participant use? [ ]  Yes [ ]  No
6. Are microphones required? How many? [ ]  No [ ]  Yes
If Yes, [ ]  Lavalier Choose an item. [ ]  Hand Held Choose an item.
7. Will you require a technician for your event (4 hr min.) Choose an item.
8. Please briefly describe any special considerations not addressed here, any questions you may have or anything we can do to help place that special touch of distinction on your event.
Click here to enter text.