

Audiovisual Equipment Guidelines

1. If you want to use an audiotape, record, or compact disc, ask me and I will unlock the cabinets in our classroom.
Maximum length of any recorded materials: 30-60 seconds.
2. You may use the TV and video cassette player which are permanently installed in our classroom. **Maximum length of any video materials: 30-60 seconds.**
3. The overhead projector is located in our classroom at all times. Just remember that anything you want to show on the overhead must be on a clear transparency.
4. You may use the computer for PowerPoint presentations, Internet connection, or to play a DVD. You can use either the hard-wired mouse or the remote, wireless mouse to control the computer.
5. When using any of the above equipment, be sure you know how it works **before** you begin your speech. Of course, I will be glad to help you with this; just ask!
6. There will be an easel in the classroom for your use if you bring posters. You can also use music stand or the cork strip on the moveable blackboard for posters.
7. **The size of letters is very important! You will be graded on this!** See page 210 in your textbook for more detailed guidelines. In this classroom, use the following minimum sizes (examples on back.)