

# Memory Power

**BORNSTEIN**  
FOR SALES, PERFORMANCE & PROFITS

## LOGISTICS – PROGRAM CHECKLIST

Presenter: Scott Bornstein  
 Presenter Contact: 888.711-1215 (office) 949.338-1255 (mobile)  
 Logistics@MemoryPower.com

### PRESENTATION REQUIREMENTS:

- 1) Theater or Classroom for 1-3 hour sessions, Classroom All Day sessions
- 2) LCD/DLP Projector – 2000 to 2500 lumens – with remote & blank-screen function
- 3) Screen (forward screen projection) ... minimum 6'x 6' preferred
- 4) 4' x 6' White Erase Board or 2 Flip Charts (18" Riser/Stage for groups 75+)
- 5) Wireless Lavalier Microphone (with fresh battery) for groups 40+
- 6) One draped 36" round/square table for laptop/materials with power strip beneath
- 7) 7-10 minute "program review" call with Mr. Bornstein 2 weeks prior to event
- 8) List of attendees - name, title & phone number - in excel format
- 9) No video/audio recording permitted

