A/V Requirements

The following requirements (okay...requests) will help to ensure that your participants experience the best presentation possible!

Audio

- Wireless lavaliere microphone
- Wireless handheld microphone, on different channel than lav mic (for *Beatles* keynote only)
- Audio feed from Bill's Mac laptop (⅛ inch mini plug)

Please note: These three audio sources all need to be plugged into the house audio system. This may require a separate audio mixer. Please coordinate this with your A/V contact.

Video

- LCD projector to accommodate a Mac laptop (Bill will provide both the laptop and the adaptor cable that will connect his laptop to any modern LCD projector, as well as a wireless remote to control the Mac)
- AC power for Bill's computer generated football odds movements
- Screen, with top extended as high as possible

Staging

- A/V table on stage for computer and small props (**Bill must be able to see his computer during his presentation. This may necessitate a longer cable between the computer and the projector.**)
- If possible, please arrange seats in a semi-circular or chevron pattern (audiences respond better when they can see each other)
- Lectern removed or placed to the side of the stage
- Distance from stage to first row of seats/tables should be no more than 10 feet
- House lights should be at full intensity (people tend to laugh and listen more in bright light)
- Screen should be placed to the right side of the stage, from the audience's perspective. (This puts your speaker at the center of the program, rather than the graphics)
- Stage riser (ideal height is 6"-12" for audiences of up to 200 people; 12"-24" for audiences greater than 200). **Please allow enough staging area for Bill to bring up to four audience members onto the stage** (for *Beatles* keynote only)
- Two bottles of room temperature, non-carbonated water on side table