



## Audio Visual & Presentation Needs

*Below is a checklist that will ensure the best audience experience of Bill's program.*

***Please share this list with your Meeting Planner and AV Contact Person***

*If you have any questions or issues with any of the following requests, please contact us right away so that we can resolve them together.*

### Audio

- Wireless lavalier microphone or dual-ear headset microphone (wireless, over both ears)
- If Bill's program includes audience participation (if you're not sure, please ask), please provide a hand-held wireless microphone in addition to the above
- Audio feed from Bill's Mac laptop (1/8 inch mini plug preferred, but HDMI will work)

### Video

- Video projector to accommodate a Mac laptop (Bill will provide HDMI and VGA adapter cables, as well as his own wireless remote to control the Mac)
- Projector should be current (i.e., not an antique from the Eisenhower administration), and bright enough for the image to be seen without dimming the lights
- Bill's slides are designed for a 16:9 aspect ratio
- AC power for Bill's computer nearby
- **NOTE: Bill's computer MUST be on stage with Bill**

### Screen

- Please raise the screen as high as possible and place to the side of the stage (preferably the right side of the stage, from the audience's perspective; this makes your speaker the dominant part of your program, rather than the graphics)
- Split Screen: If using two screens and projecting Bill's image, split screens are preferred, with one screen projecting the live camera feed and the second screen projecting Bill's computer output
- If screen(s) are positioned so that they are not easily visible from the stage, please provide a confidence monitor

## Lights

- To help maintain a high energy level, please keep house lights at full (or nearly full) intensity (people tend to laugh and listen more in bright light)
- Please make sure the stage is well lit. If you can't see Bill's face from the back of the room, please add light
- Floodlights and/or house lights directly above the screen will wash out the image. If possible, please turn these specific lights off. If that's not possible, you may need to remove individual bulbs

## Staging

- To provide maximum visibility to all audience members, Bill prefers to be elevated on a riser (ideal height is 6"-12" for audiences of up to 200 people; 12"-24" for audiences greater than 200)
- Bill moves around quite a bit on stage, and occasionally brings audience members on stage. Please make sure riser(s) is wide enough to accommodate this.
- Bill requires a small table on stage for his computer and props. He does not, however, use a lectern. If there is a lectern, please place it to the side of the stage, or pull it back out of the way, during Bill's program. (When a lectern is in the middle of the stage, audience members may have difficulty seeing the entire program)
- If you're using a head table(s), please pull it to the back of the stage and relocate the occupants to other seats during Bill's program
- Please place two bottles of room temperature, non-carbonated water on side table

## Room Arrangement

*We understand that the room set-up may be already established. In a **perfect** world, however, the following requests would be accommodated.*

- Proximity of the audience members to the stage has a *huge* effect on the room energy. Please set the first row of seats/tables as close to the stage as possible, while still allowing room for people/servers to pass through
- Bill's programs are very high-energy and interactive; please try to fill the seats in the front of the room for energy!
- To encourage people to sit in the front seats, please set the room for the number of attendees expected, and no more

**Thank you for your attention to these details. They really do make a difference!**