

David's AV Needs

To help ensure that David's program meets your expectations and brings high value to your audience, please review the requests below and let us know if there are any challenges. David is flexible and will work with your A/V capabilities and your technicians to make the most of your program.

We appreciate your attention to detail and your willingness to help David create the very best experience for your audience.

EQUIPMENT

Wireless lavalier (tie clip) microphone with fresh batteries: (A back-up microphone is also recommended)

Second microphone (handheld or stationary) for the introducer: It works best if there is no need to "hand off" the lavalier microphone from the introducer to the speaker.

An LCD type projector and screen of a size suitable to the audience size will be needed. If permanent mounted, the screen can be at the back center of the stage. If portable, it can be positioned to either side of the stage. There must be sufficient cable length to allow the video feed from a laptop to extend from the lectern to the projector.

STAGING

If possible, set the room up theater or classroom style. Position the first row about five to six feet from the stage. Second choice is "U" or "V" shaped and third choice is round tables.

Stage size and height appropriate for room size. A 2-3 foot riser is recommended for audiences of 50 or more.

A lectern to the side of the stage with space for an 8.5 x 11-inch laptop computer (Dell Manufactured)

Two bottles of water (chilled, if possible)

ROOM ENVIRONMENT

A bright stage will help keep audience focus at the front of the room. David will utilize the entire stage area and will stay toward the front edge. If the room has any spotlights, please aim them for a general wash of the front of the stage (not directly into David's eyes – it's been done!)

Lighting: The energy and "connection" in the room are increased when David can see the audience and when the audience members can see each other's reactions. For this reason, please dim the lighting on the video screen(s) but keep the house lights up full.

RECORDING OF PRESENTATION

The material to be presented is protected by copyright. Audio and/or video recording is not permitted unless a separate recording agreement is signed prior to the event.
