

AV Requirements for Steve Schmitz

What You Can Expect:

The presentation consists of several PowerPoint slides with embedded audio/video clips (on Steve's laptop). During the presentation, Steve will control the PowerPoint slide advances.

Lavaliere Microphone, Slide Advancer and Sound:

- ❖ Please provide a clip-on lapel, cordless lavaliere microphone with fresh batteries and wireless slide advancer.
- ❖ Make sure that the projection unit is wired for sound to allow the audience to clearly hear the video clips when they are played on Steve's laptop.

Stage, Lighting & Screen(s):

- ❖ The staging area should be large enough so that Steve can comfortably move around.
- ❖ The screen(s) should be large enough so that everyone in the audience can read the information on the screen(s) easily.
- ❖ Steve prefers to have a cold water near the podium or on a small round table where his laptop will be placed
- ❖ Room lights should ideally be on a dimmer so house lights can be adjusted to lower levels for slide projection and, ideally, turned off completely when running the video clips.

Screen Projection and Back-up Laptop:

- ❖ Steve will bring the presentation loaded on his own laptop computer to be connected to your LCD projector or equivalent. Please have both the HDMI connecting cable and a power strip at the podium.
- ❖ You may wish to have a high-speed, high memory laptop loaded with Microsoft PowerPoint to be used as a backup.
- ❖ Steve will bring a backup version of the presentation on a thumb drive.

Rehearsal:

- ❖ Steve will need to check the media and sound before the event – just to make sure that everything works correctly – and to allow sufficient time to correct, if not.
- ❖ If possible, the same A/V technician who will be present during the presentation should rehearse with Steve the night before.

Thank you for your attention to these notes. We look forward to a successful program.