

TED WRIGHT

AUDIO VISUAL & PRESENTATION NEEDS

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

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

If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your seminar.

- **A wireless, lavalier microphone**
- **Lighting can make or break an event!** Please be sure that there are no floodlights or house lights over or near the screen. This ensures maximum brightness and audience viewing pleasure. Lighting is a problem in most meeting rooms, and often is a bulb by bulb project with the hotel.
- **A BRIGHT laptop computer projector.** Ted's slides are an integral part of his presentation; and the quality of projected image is essential for maximum audience enjoyment.
- A large **computer projector screen** -- raised as high as possible
- A **15-pin VGA and a DVI hook up** from the laptop to the projector **in the FRONT of the room.**
- Ted will bring his own laptop and push his own slides (with his own wireless mouse) from the **FRONT of the room.**
- An empty **cocktail table** in the front of the room (or on stage) for Ted's laptop.
- A **sound cord with a mini plug** from the house sound system to Ted's laptop, so that he may play sound from his computer.
- If your event will have a stage, please have steps coming off the **front** of your stage.
- Bottled water (room temperature)
- Please **remove all animations from stage screens** including, but not limited to, Twitter feeds, rotating logos, slideshows, etc. as they may distract attendees.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior the presentation.



MICHELLE JOYCE

— SPEAKERS —

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