

BRIAN FANZO

AUDIO VISUAL & PRESENTATION NEEDS

Below is a checklist that will ensure the best audience experience of Brian'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.

- **AV / Sound Check:** Brian prefers a sound check the night before his event (upon arrival onsite) to ensure there are no technical challenges
- **Microphone:** Brian's preference is a Countryman, over-the-ear, headset microphone. (If this cannot be provided, a wireless lavalier microphone will suffice.)
- **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
- **Screen:** A large computer projector screen, raised as high as possible
- **Presentation Slides:** Speaker will bring his own laptop and push his own slides (with his own wireless mouse) from the FRONT of the room.
- **Projector:** Video/data projector to interface with laptop computer. This should be a current model projector (minimum 1024x768 VGA resolution) bright enough to be seen on the screen without dimming the room lights
- **A 15-pin VGA and a DVI hook up** from the laptop to the projector in the FRONT of the room
- **Large confidence monitor** placed in front of the stage that has a line run so speaker can see next slide
- **Countdown clock** with confidence monitor or back of house counting down for total stage time
- **Sound:** A sound cord with a mini plug from the house sound system to Brian's laptop
- **Room Arrangement:** We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to clearly see and hear Brian
- **Staging:** If your event will have a stage, please have steps coming off the front of your stage. Speaker prefers a short distance between the front row and the stage
- Two bottles of water
- Brian's programs are very interactive and engaging, please try to fill the seats in the front of the room for energy

