

MARCUS SHERIDAN

AUDIO VISUAL & PRESENTATION NEEDS

Below is a checklist of audio and visual needs that will ensure a flawless event.

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 event.

- The Client will provide a well-lighted room and necessary audiovisual equipment including: **house computer, video projector, wireless lavalier microphone, wireless computer remote, sound / amplification system, live internet connection, confidence monitor or place for laptop to be line-of-sight (not mandatory).**
- The Speaker will run his presentation from the house computer. The presentation will be **PowerPoint, landscape orientation, 16:9 aspect ratio, and have both video and audio elements.**
- The Speaker will include the Client's logo on the introductory slide, but does not use Client-provided slide templates.
- The Speaker and Client will meet at least 60 minutes prior to the Event for an **AV and sound check**, unless mutually agreed otherwise. During the sound check, the Speaker will also meet with the person introducing him. The Speaker will not provide his slides in advance of the presentation, as they are updated up until show time. **The Speaker will bring his presentation on a USB drive for the AV team during this sound check.**
- The Speaker does not require a podium during the presentation. During the presentation, **all podiums, chairs, stools, stands, etc. should be moved to either side of the stage.** When the event space requires an elevated stage, the Speaker will require access off the stage in order to engage the audience on their level. The Client is responsible for notifying the AV team in advance of this movement.
- The Client will 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 required that food consumption is over and all dishes are cleared prior to the Speaker's presentation.
- Recording of Speaker's presentation is permitted if Client provides a **copy of the raw master footage, and agrees not to broadcast, sell, or distribute Speaker's performance** in its entirety without Speaker's prior written permission.



MICHELLE JOYCE
— SPEAKERS —

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