

JIM KNIGHT

AUDIO VISUAL & PRESENTATION NEEDS



*Below is a checklist that will ensure the best audience experience of Jim'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 program.*

SPEAKER WILL BE BRINGING:

- Macbook Pro/Air Laptop (with VGA and HDMI Adapters) – Speaker will run PowerPoint presentation from own laptop (computer can be placed wherever needed; it does NOT have to be on stage)
- Printed Run-of-Show – for AV team to follow along and preview video play and audio cues

CLIENT WILL PROVIDE:

- LCD Projector
- Extra Large Screen – as big as possible for audience size to project onto
- Remote-Control Mouse – happy to use client's choice of device, but Perfect Que is best
- Power Outlet - access to at least 1 outlet for laptop computer
- Lavalier/Lapel Mic – NO handheld or headset devices please
- Lighting Control Capabilities – to make area directly around screen ONLY as dark as possible
- Quality Sound System/Speakers – hotel ceiling systems are usually low quality; prefer to play high-quality brand videos through great speakers with bass/equalizer capabilities
- Sound Chord – to plug directly into laptop sound jack
- Handout Copies – 1-page PDF printed out (landscape view) for each attendee; TBD with Speaker
- 1 Bottle Water before going onstage

ROOM SET UP PREFERENCE:

- Rounds are preferred to allow mobility of Speaker throughout – ONLY if less than 250 attendees
- If Theatre or Classroom style required, please provide pathways for Speaker to move throughout the room – *ONLY applicable if less than 250 attendees in the audience*
- Speaker will NOT be using a podium



For booking information please contact Michelle Joyce:

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ADDITIONAL REQUIREMENTS:

- Speaker will include Client's logo on the introductory slide, but does NOT use Client-provided slide templates.
- The presentation will be PowerPoint, landscape orientation, 16:9 aspect ratio, and have both video and audio elements embedded.
- Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, (unless mutually agreed otherwise) without any audience attendees. During the sound check, the Speaker will also meet with the person introducing him.
- Speaker will NOT provide his slides in advance of the presentation, as the content is proprietary and updated up until show time.
- During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage. Speaker does NOT use a podium during the presentation, other than to hold his laptop, if required by stage setup.
- 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 preferable that food consumption is over and that all dishes are cleared prior the presentation.
- Speaker would like permission to have (up to) 3 guests attend the presentation for the sole purpose of seeing the Speaker in his element; the invited guests would not be participating in the event and would ONLY be attending the Speaker's program.

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