

**JASON HARRIS**

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# AUDIO VISUAL & PRESENTATION NEEDS



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

As part of the engagement, the Client and the Speaker agree to the following terms:

## **THE CLIENT WILL PROVIDE THE ROOM SETUP AND NECESSARY AUDIOVISUAL EQUIPMENT INCLUDING:**

- wireless lavalier microphone
- video projector
- confidence monitor and countdown clock
- speakers and audio/sound
  
- Speaker will bring a thumb drive to the event with the presentation loaded and ready to transfer to the house computer. The Speaker will not provide his slides in advance of the presentation for review, as they are updated up until show time. If needed, Speaker can send a DropBox link for his presentation up to 48 hours before the event.
  
- Speaker has an introduction video [that requires sound] embedded into his PowerPoint presentation. The video link has also been emailed as part of the Speaker's introduction.
  
- The Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, unless mutually agreed otherwise. During the sound check, the Speaker will also meet with the person introducing him.



**For booking information please contact Tracy Cotton:**

Tracy@MichelleJoyce.com • 310-902-5568 • www.MichelleJoyce.com

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## ADDITIONAL REQUIREMENTS:

- Speaker prefers to move around for maximum audience engagement. During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage.
- When applicable, it is preferred that screen(s) should be off to one side rather than center stage, because the presenter should be the focal point and the slides are merely supplemental.
- 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 does not need a live internet connection.

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