

ALAN STEIN, JR.

# AUDIO VISUAL & PRESENTATION NEEDS



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

**Client will provide the room setup and necessary audiovisual equipment including:**

- Wireless lapel or lavalier microphone
- Video projector, screen, and sound
- Wireless remote
- Wireless internet access
- Confidence monitor
- A bottle of water would be appreciated
  
- 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.
- Speaker will use the house computer for his presentation. He will send his slides ahead of the event via Dropbox link and bring a thumb drive with his PowerPoint slide deck to the event. Alan's slides are customized for every program and are often updated right up until show time.
- Speaker will push the slides himself via the wireless remote provided.
- 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.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior to the presentation



**MICHELLE JOYCE**  
SPEAKERS

**For booking information please contact Michelle Joyce:**

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