

AUDIO VISUAL & PRESENTATION NEEDS



*Below is a checklist that will ensure the best audience experience of Paul'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:
 - Video projector and screen
 - Wireless, lavalier microphone
 - Confidence monitor or place for laptop to be line-of-sight
 - Perfect Cue system (or equivalent) for Speaker's direct slide control
- The Speaker's preference is to bring his presentation on a thumb drive to be uploaded to the house computer at the time of his AV check onsite. He will run his presentation from the house computer via wireless remote and does not need a live Internet connection for the presentation. The Speaker will not provide his slides in advance of the presentation, as they are updated up until show time. To maintain proper formatting on text slides, have AV team download entire suite of Montserrat fonts – download link [HERE](#).
- During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage. The Speaker does not use a podium during the presentation, other than to hold his laptop, if required by stage setup.
- The Speaker and Client will meet at least 30 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.
- 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.
- Paul's programs are very interactive and engaging, please try to fill the seats in the front of the room for energy.

For booking information please contact Tracy Cotton:

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