

AUDIO VISUAL & PRESENTATION NEEDS



*Below is a checklist that will ensure the best audience experience of Trent'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 over-the-ear or lavalier microphone
 - video projector
 - confidence monitor showing PowerPoint Presentation view (including presenter notes and next slide)
 - professional sound system

PLEASE NOTE: Due to the extensive customization of Trent's message for every audience, the confidence monitor and presenter notes are essential to his program.

- The Speaker will run the presentation from the house computer and does not need a live Internet connection for the presentation. Speaker's presentations include embedded video that include audio.
- The Speaker will include the Client's logo on the introductory slide but does not use Client-provided slide templates. Speaker will deliver each presentation via PowerPoint slides with a 16:9 ratio. Slides will be brought on a portable USB Drive (preferred) or can transferred 48 hours before the event (if required).
- 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. The Speaker will not provide his slides in advance of the presentation, as they are updated and customized up until show time.
- 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.
- 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.

For booking information please contact Tracy Cotton:

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