



Standard A/V and Stage Requirements

I look forward to working with you! I aim to be one of the best presenters you and your audience have ever worked with.

To make sure my program provides the best experience for your audience, please review the following standard audio/visual requirements. The majority of event spaces I work in can accommodate handily, let's discuss options if needed.

Projection/Computer Connection

I'll need a way to plug my laptop into a projection/audio system that also includes audio coming directly from my Mac laptop. I'll bring the dongles necessary. I prefer to drive the presentation directly from the front of the room when possible; I'm adaptable if not! (There will be audio coming from the laptop regardless of where the driving location is) Power strip and Internet connectivity also preferred.

*Note – I customize my presentations down to the last second to make the experience as relevant, timely, and customized as possible. I can provide placeholder PowerPoint decks in advance, but they typically will not be the ones I use in my presentation, hence another reason I prefer to use my laptop. If that isn't possible, though, I can adjust and work with the av team during sound check to make it happen!

Confidence/Downstage Monitor

In larger ballrooms/theatres I will need a monitor downstage that mirrors my presentation, so I don't have to turn my back to the audience in order to see the slides.

Microphones

I will need a clip-on lavalier mic, **not** a headset. (that tends to get tangled when I throw my guitar around) Ability to mute also preferred.

I will also need a handheld wireless microphone to use for audience interactions.

Direct-in to soundboard

I'll need a way to plug a 1/4" guitar cord into the sound system so that I can use my guitar in the presentation. A direct-in box on the stage is a great way to do this.

Riser

For visibility purposes, your audiences will benefit if I am able to present from a raised platform to guarantee good sight lines, especially with audiences larger than 50 people. A portable riser/platform in the front of the room, *not directly in front of the projection screen* is the best solution.

*Note – I typically have audience members join me on stage so if the platform is high, stairs are needed for safety purposes.

Lectern/Podium

Due to the dynamic nature of my presentations, I don't stand behind a lectern/podium, so if there is one on stage, please move it to the side or off the stage after the previous speaker.

A small table (or the lectern on the side of the stage) is helpful for props, water, and/or to drive the presentation from my computer.

Sound Check

Whenever possible, I prefer to get into the space with the av team the day before- or the morning of - to do a sound check and troubleshoot. I'm pretty 'plug and play' these days, but I always prefer to err on the side of being prepared.

Thank you for taking the time to help! – Rick.

Rick Lozano – rickl@ricklozano.com – <https://ricklozano.com/>