



Standard A/V and Stage Requirements

I look forward to working with you!

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 personal Mac laptop into a projection/audio system via an HDMI interface. I'll bring the dongles necessary. I prefer to drive the presentation directly from the stage, as opposed to the back of the room, to minimize any potential AV issues. Power strip and Internet connectivity also preferred.

*Note – I customize my presentations down to the last second to make the experience as relevant and timely 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 for guitar

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 on the side of the stage (or the lectern) 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.

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