

AV Requirements



speaking engagements | impactful presentations | voice-overs

Dick Stockton

What You Can Expect:

The presentation consists of several video clips that highlight the great moments in sports that Dick covered (on Dick's laptop or sent in advance). During the presentation, Dick will stop after each sports highlight to tell the behind the scenes story of that great moment.

LAVALIERE MICROPHONE, SLIDE ADVANCER AND SOUND:

- Please provide a clip-on lapel, cordless lavalier microphone with fresh batteries and wireless clicker so he can stop and start the video.
- Make sure that the projection unit is wired for sound, in order to allow the audience to clearly hear the video clips when they are played.

STAGE, LIGHTING & SCREEN(S):

- The staging area should be large enough so that Dick can comfortably move around.
- The screen(s) should be large enough so that everyone in the audience can read the information on the screen(s) easily.
- Room lights should ideally be on a dimmer so house lights can be adjusted to lower levels for slide projection and, ideally, turned off completely when running the video clips.

SCREEN PROJECTION AND BACK-UP LAPTOP:

- Dick can email the presentation video in advance for you to run on your computer or Dick will bring the presentation loaded on his own laptop computer to be connected to your LCD projector or equivalent. Please have both the HDMI connecting cable and a power strip at the podium.
- Dick will bring a backup version of the presentation on a thumb drive.

REHEARSAL:

- Dick can email the presentation video in advance for you to run on your computer or Dick will bring the presentation loaded on his own laptop computer to be connected to your LCD projector or equivalent. Please have both the HDMI connecting cable and a power strip at the podium.
- Dick will bring a backup version of the presentation on a thumb drive.
- Dick will need to check the media and sound before the event – just to make sure that everything works correctly – and to allow sufficient time to correct, if not.
- If possible, the same A/V technician who will be present during the presentation should rehearse with Dick the night before.

Thank you for your attention to these notes. We look forward to a successful program.