



AUDIO-VISUAL REQUIREMENTS FOR JAKE POORE

“Setting the stage” properly plays a key role in delivering a powerful presentation. To help us contribute to your successful conference, the following is a list of guidelines that will help insure you have a flawless program.

Audio / Visual

- ◆ Presenter would like to set room and test audio equipment the night before the event or at least 2-hours before the first attendee arrives into the meeting room.
- ◆ Presenter requires an Audio-Visual Technician on-call one hour prior to start of program for last minute adjustments, and at program start for trouble-shooting.
**Please supply Technician’s name and contact information prior to event.*
- ◆ One LCD projector, minimum of 2000 lumens for 25-50 people, 2500 lumens for 50-100 people, 3000 lumens for groups greater than 100 people.
- ◆ Large Projection screen: for a 16:9 format presentation: minimum 6’ screen for 25-50 people, 8’ screen for 50-100 people, and 10’ screen for more than 100 people.
- ◆ One 15-20 Ft. extension cord with multi-outlet power strip.
- ◆ One (1) wireless lavalier microphone.
- ◆ **AUDIO HOOKUP FROM LAPTOP TO THE HOUSE AUDIO SYSTEM:** Presenter will use their own MacBook Pro laptop computer, containing videos embedded into many of the slides, a remote mouse, (unless a better model is available) and a laser pointer. Presenter will also bring their own adaptor (dongle) required to connect the MacBook Pro laptop to the LCD projector.
- ◆ Presenter prefers to have their laptop on stage, if at all possible, with an Audio and Video VGA patch connection to the laptop. **Please notify us in advance if this is not possible.**
- ◆ For larger audiences, a confidence monitor, recommended (but not required).
- ◆ Video Recording of the presentation is NOT permitted.

Meeting Room Setup Recommendations

- ◆ Presenter prefers to stand on a riser/stage (minimum 2-feet high, 3-4 Ft. deep) for large audiences. Presenter sometime likes to be able to come off the stage into the audience during his presentation. If there is a podium, please allow space to walk in front of it (if there is a stage/riser.)
- ◆ One draped table (round or 4x6) at front of room or on stage for easy accessibility for speaker with enough space to hold laptop computer, projector and presentation materials.
- ◆ 3 bottles of water available for presenter to drink during presentation (**at room temperature only**).
- ◆ Table rounds for audience is preferred, 6-8 Ft table rounds that seat 4-5 (no one should have their back to the front of the room (screen). **Assign table numbers to each table.**