

Seth Mattison AV & Room Requirements

Client shall be responsible for providing and ensuring the below requirements are met for Speaker's Presentation.

- Speaker requires a lapel microphone for groups of thirty (30) or more.
- Speaker will either run program from laptop or from event computers at the back of house.
- Speaker utilizes a supporting 16:9 PowerPoint that contains MP4 video files and MPEG4 audio files.
- All media files are embedded in PPT.
- Client set up must support both video and audio capabilities. An internet connection is not required.
- Speaker may either send these files via Dropbox one (1) week prior to the Event and/or will bring FINAL presentation files on a USB to show-running computers on the Event Date.
- Speaker requires a thirty (30) minute audiovisual/tech walk through with the AV or tech team to ensure alignment of presentation flow and execution.