



Vince Poscente AV/Room Requirements

To create the best possible session for the Client, please provide:

- **WIRELESS LAVALIERE MICROPHONE:**
 - Fresh batteries and back-up microphone (hooked into sound system)

- **AUDIO/VIDEO:**
 - Vince will bring a jump drive of audio and video (.mov/.wav + .aiff/.mp3)
 - If you would prefer advance access to the video & audio, we can send it via DropBox
 - Projector + Screen(s) off to either side of the center-stage platform
 - If the screen must be in the center, please ensure it is backlit
 - Projector bright lumens and back-up bulb
 - Audio patched into sound system

- **LIGHTING: Stage Wash and House:**
 - Lighting the stage is very important for high energy in the presentation
 - Stage wash or telescopic lighting (Please, no spot light.)
 - House lights between 30% and 70% is best

- **RISER:**
 - The front of the riser should be no more than 20' from the first row
 - 12' x 8' riser or larger is best
 - A 1' riser for small audiences (the more people, higher the riser necessary)

- **ON-STAGE:**
 - Center stage: a simple conference chair, no wheels, not folding please
 - Stage right or left: a podium with water please

- **SEATING PREFERENCE:**
 - 1st choice – theater, 2nd choice - classroom, 3rd choice – round table

- **TITLE SLIDE**
 - Vince does not use PowerPoint. If you want a title slide please use the agreed upon keynote title with your graphic theme.

- **A/V Technician needed one hour prior for review of AV sequencing and mic check**