

Tim O'Shea AV Requirements

Page 1 of 2

The essentials:

- Stage Risers:** If there will be stage risers, please provide they are 12' wide x 8' deep at minimum.
- Audio/Visual:** Please provide the following (Usually these items are already available on site):
 - 1 wireless lavalier or headworn microphone for Tim
 - A projector and projection screen placed to the side of the stage. Please avoid placing screen behind center stage to avoid inadvertently creating a "shadow puppet" show.
 - Tim uses a laptop to play **sound and video** in his slides. *****Please wire a VGA or HDMI cable and 3.5mm audio cable available for plug-in at the stage.** Laptop will need to be placed near the stage so Tim can operate it. Tim will use his own presentation remote to advance slides.
 - Speakers or equivalent PA system with mixing board.

The details:

- Sound check:** 45-60 minutes to set up equipment and conduct a sound check prior to the program is preferred. This is generally done while the room is not in use, typically before the doors will open for the session or the day/evening before if necessary.
- Lectern/podium:** **If there will be a lectern at the stage, please move it to the side or remove completely before Tim's program.**
- For programs after a meal:** Please arrange for the waitstaff to be finished serving and clearing before the program begins. The program will lose effectiveness if waitstaff is filling beverages or clearing dishes during the program.
- Water:** Speaking makes a person's mouth dry. A bottle of water nearby is always welcome.

Optimizing the program:

- If other speakers** will present using PowerPoint before or after Tim, it is recommended to use a VGA switcher for a seamless transition between laptops.
- Room Set-up:** Please avoid placing a large dance floor between the stage and the audience.
- Lighting:** Having all of the room dim with "mood lighting" will diminish the effectiveness of the program. Please make sure that there is enough light on the stage for the audience to easily see the presenter.
- Stage placement:** For optimal results, place the stage in the center of the room along the longest wall, so that every seat is a good seat.
- Quality equipment:** It is recommended to use high quality lavalieres such as Shure and a projector that has at least 3500 lumens.
- Video recording:** If the event is being video recorded, Presenter has given Client permission to record his session, provided he receives a copy of the recording. Recording shall be provided to presenter in digital format via hard drive or downloadable link.

****For IMAG/Live Video Projection only:** If you are using IMAG for a large group (usually over 500 people), let presenter know so he can coordinate with the a/v crew. **Please have a deck to record ISO from each camera. Presenter shall receive a copy of ISO recordings (of his session only).** Presenter can bring a portable hard drive to transfer recordings; if it is not possible to provide recordings on site, a follow-up email with a download link will be acceptable.

Tim O'Shea AV Requirements
Page 2 of 2

Sample Stage Diagram

(Each venue is different: this is solely to provide an example of a typical and/or ideal set up.)

