JEFFSCHWISOW

Audio-Visual Checklist

The following guidelines are provided to help you plan your event. They are what Jeff believes are important to deliver the best possible session. Having said that, all events and venues are different so they should be used as points of discussion for our pre-event planning session.

- ❑ Jeff uses a wireless headset microphone that he provides to get the best audio quality for his voice and the dynamics of his performance. Please provide a wireless, belt-mounted transmitter that is matched to your sound system.

- ❑ Jeff uses both audio and visual media for his performance and will notify the Client accordingly. The following requirements cover both situations:

  - o Computer video output connection to data projector: front or rear projection and screen suitable for the audience and venue

  - o Computer stereo audio output connection to PA system: amplifier and speakers suitable for the audience and venue

- ❑ Jeff uses his own laptop with the presentation pre-loaded on it. The computer is an HP Elitebook running Microsoft Powerpoint software for both audio and video. He operates it with a wireless presenter mouse and advances the slides himself. Of particular note:

  - o Please ensure a HDMI, DVI or USB-C connection for the projector – Jeff brings adapters for all of these. If only a VGA connection is available then a separate stereo audio connection will be required. AC power must be within 2 metres of the computer.

  - o The computer stays in Jeff's possession at all times and he **does not load his presentation on the computer at the back of the room** – as he often changes things around on the fly to accommodate the emerging situation or emphasize a point for the audience.

- ❑ Stage setup:

  - o The stage should be clear of all items, furniture and props. A stage riser is preferred, ideally, with access off the front-centre of the stage into the audience (i.e., steps if the stage is greater than 250mm high).

  - o Lectern on stage: Jeff does not use a lectern for speaking – he uses it to place his computer. If possible, it should be placed on the far lefthand side of the stage from the audience perspective (stage right). Data and power connections should be run to this lectern.

When you're brave enough to make difference significant
That's when diversity becomes a significant difference