

KEITH'S LIGHTING, AV & TECHNICAL REQUIREMENTS

STAGE REQUIREMENTS:

Staging (raised platform) in the center of the front wall of the room. If stage is over two feet high, please have steps off the platform either off the front or on the side.

- Please place a large A1 Drawing pad on a standing easel on stage left. If lectern is used, please offset to one side of stage.
- Keep the front segment of seating as close to the stage as possible, and please **fill up the front seats/tables first!** Approximately six feet away is ideal.
- Please have a bottle of water at podium for Keith.

LIGHTING REQUIREMENTS:

- **A bright stage wash will keep the audience focus towards the front of the room.** Keith will utilize the entire stage and will even walk into the audience.
- For groups >500, a SPOTLIGHT or LIGHTING TREE is highly suggested. Please aim for a general wash of the front of the stage. People are more alert in brightness. Dim the lighting on/over the screens but keep the house lights up full.

AUDIO/VISUAL REQUIREMENTS:

Video system/cables for **MACBOOK AIR/PRO** 16x9 power point presentation. **ALL VIDEOS ARE EMBEDDED IN POWERPOINT.** ** Please have backup Mini DisplayPort/USB-C to VGA/DVI/HDMI adapter to connect his MacBook.

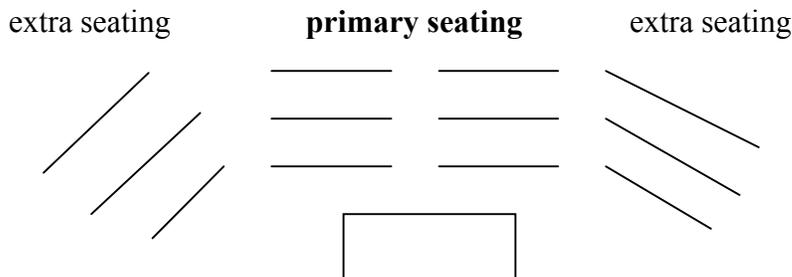
- Largest Projection Screen possible. *(For audiences greater than 400 people, IMAG (Image Magnification) is highly recommended.)*
- If recording or using IMAG, please ensure an "ISO" recording of the stage.
- Wireless lapel or headset microphone.
- Keith needs a remote to run his slides and must be within 75 feet of the laptop for the remote to function. If unable to place laptop on podium or within 75" of laptop, please provide alternate remote-control system (**Perfect Cue** ideal.)
- A high-powered sound system. Program will have video/audio clips. Please provide necessary interface items/adapters (RCA, 1/4" or 1/8" stereo mini-jack).
- **Optional** - please provide a back-up MacBook (much preferred) or a laptop computer with Windows 10 or later and Power Point 2016 (or later) loaded.
- **Optional** – Confidence monitor (for PowerPoint) at front of stage.

AV and Lighting Pre-Keynote Checklist

1. **All videos and PowerPoint are on my MacBook Air/PRO.**
 - a. I have full control of all video & PowerPoint with my remote clicker
2. If using an intro video, please dim the lights while it plays.
3. ** As soon as spoken introduction starts, put PP slides onto screen(s).
4. ** **FOR IMAG** – If able, please keep at least one screen with my PowerPoint, and the other with me on it. For PowerPoint videos, change to both screens with PowerPoint. If I walk into the audience, good idea to go IMAG on at least one (or both if able). Please keep in mind I may refer to my slides and may need you to switch it back to my PowerPoint.

Ideal Keynote Room Set-up

The proper chair and light set up can make a huge difference in the quality of an event. Here are some recommendations.



_____ *screen*

Stage

_____ *screen*

**** CRESCENT ROUND TABLES ALSO WORK GREAT**

1. Ideally, the chairs should be set up so they are NOT right behind each other with people looking directly at the head in front of them. Have them set up to maximize the viewing angle with the chairs in the second row placed in the “space” between the chairs in front of them. Also, give ~4” of separation between chairs.

Chairs should be like this:

X X X X
X X X X X

2. The rows of chairs should be slightly curved. Set them up as if the belly button of each person is pointed directly at the center of the stage – the rows on the sides will be at ~ 45 degree angles. There will be an aisle on each side of the center section. Having an aisle in the center is also fine.
3. **Be tight on the number of chairs.** If you expect 200 – set up 200. ***Hotels typically go over 20% and the front rows are often empty.*** This is bad for everyone. It’s easy to add a few more chairs, but hard to remove them (or get people to move.)
4. Ideally, rear projection is the best for the screens. Please place the screen(s) in one or both of the corners, or if in the center, please try and have it raised if possible.
5. I like multiple aisles because I walk into the audience and speak at various times. Steps off the front and/or the side of the stage are recommended.
6. I recommend you also use upbeat, energetic music when people enter the room, at the start and during breaks etc. This music can help the energy immensely. I will arrive early and assist with any set up or adjustments that might be needed.