

# Audio Visual Requirements Checklist

## Jordan Ayan

The following information relates to the room set-up and audio visual items needed for Jordan Ayan's presentation. Please make sure that the person handling room set-up and AV department get copies of these sheets. If they have any questions please have them call us at (630) 717-2400.

### ROOM PREPARATION

Set up time is a critical factor in helping Jordan's presentation be successful with your group. To fully set up and check out all of his equipment takes approximately 2 hours. The room he will be working in should be scheduled so that he has a minimum of 2 hours in the room before the doors open to the audience.

If Jordan follows another presenter, he will set up the equipment, and leave it set for his presentation. He will need at least 20 minutes to warm-up the equipment. For this reason, we strongly suggest that Jordan's session be scheduled as the first presentation in the morning, immediately after a coffee break.

If he is the first presenter in the morning, he needs to have access to the room the evening before the presentation. If he is not the first presenter, he would still like to view the room, but will not set up until the day of the presentation.

If he is presenting on creativity, he will need a 6-8 foot table draped on the stage.

If he will be signing books, he will also need a 6 foot table in the area where the books are being sold. He will also need someone to assist him with the book sales.

Jordan does not use a lecturn.

### PROJECTION

Jordan needs an LCD projector for his presentation. The light output (as well as number of projectors) is dependant on the number of people in the audience. The screen should also be properly sized to the group. For groups under 300 people, a projector with a minimum output of 1000 lumens is recommended. The projection screen sized to room and group size. This screen should be able to be keystoneed (this allows the screen to be tilted so that the image is square). For groups over 300, we will

work with your AV provider regarding the equipment needed. We usually suggest that rear projection 3 gun video projection be used with projectors and screens arranged based on the room set-up.

An AC power outlet with a multi-plug surge suppressor should be available at the front of the stage area (or if there is no stage approximately 8 feet in front of where the screen is located). This outlet should be connected to a hot power source, and all cables should be taped to the floor.

One 42 inch rolling AV cart is needed (the height is very important). If the meeting is being held in the hotel where Jordan will be staying, one should be available the day prior to Jordan's presentation, and should be delivered to his room early the evening before his presentation. He will bring the cart to the meeting room with some of his equipment on it ready to use. If the meeting is being held away from the hotel, please have the AV cart available for use two hours prior to the presentation.

## LIGHTING

For presentations up to 250 people in attendance, special stage lighting is not required. We do need to be able to dim the room lights. Many hotel and meeting facilities have lights that are positioned in the area above the projection screen. If this is the case in the room where we will be presenting, please ask the facility to have these bulbs unscrewed.

## TELEPHONE CONNECTION

A connection to the Internet is critical in many of Jordan's presentations about technology. This can be either a telephone connection or a data line. If it is a data line, we need to talk with your AV supplier about the set-up at least two weeks prior to the event. We will work closely with your meeting site to insure this goes without a hitch. If a phone line is to be used, please inform the location that we need a dedicated analog phone line in the meeting room that is fully operational the evening before the presentation. We also need to be provided with the name of the person at the meeting location who is responsible for telecommunications.

If the meeting is in a hotel, the hotel should insure that the line can access an clear long distance line. To verify that a line will work for the presentation, it can be tested using the "plain old telephone" test. A plain old telephone is what many of us have in our home. A regular phone with no features or buttons. If you can plug this type of a phone into the phone jack in the room and can dial a long-distance call, the line will work for Jordan's presentation. If it does not work, Jordan may not be able to connect.

## **MICROPHONES**

Microphones are also a critical ingredient in Jordan's presentation. The programs are very interactive, and therefore require that two (2) cordless (wireless) microphones be available. One should be a cordless (wireless) lavalier type mic, the second should be a cordless (wireless) hand-held mic. Jordan's introducer will be able to use the handheld mic, and Jordan will use the lavalier mic for his presentation. The hand-held will also be used during the audience interaction portion of the session. Please have the location staff test the microphones ahead of the presentation to insure that they are operating. New batteries should be installed in each (even if the AV staff insists that the current ones are not dead). One extra fresh battery should be available as well.

## **OTHER MATERIALS**

AV department should provide one roll of duct or gaffers tape to tape all the cables to the floor.

One flip chart with four color markers should be available in the room.

One overhead projector should be in the room. This is a stand-by piece of equipment in the case of computer failure (we have never had to use this yet, it is just a precaution).

## **ROOM ASSISTANCE**

Jordan will need someone in the room to assist in handing out materials and props. This person should come to the room at least 1 hour prior to the time that the audience will be let in. They will need to stand at the door, and give materials to audience members as they enter, and should be dedicated to passing out material starting when the doors open for the audience. This should not be the same person that is introducing Jordan, as late-comers will need the materials and may come in during the introduction.