

Seth Earley

AV SET UP REQUIREMENTS

Audio

Wireless lapel microphone

Presentation

Seth will bring his own laptop with PowerPoint slides

Organizer will provide access to electric, small table for laptop, screen, projection system.

Bottled water at the table.

Room set up

If not using rounds, and if possible, arrange seats in a semi-circular or chevron pattern (audiences respond better when they can see each other)

Lectern removed or placed to the side of the stage

Ideally, distance from stage to first row of seats/tables should be no more than 10 feet

House lights should be at full intensity (people tend to laugh and listen more in bright light)

If possible, screen should be placed to the right side of the stage, from the audience's perspective. (This puts your speaker at the center of the program, rather than the graphics.)

Stage riser (ideal height is 6"-12" for audiences of up to 200 people; 12"-24" for audiences greater than 200).

Recording

Recording not permitted without written permission. Seth has the right to review and approve any recording before it is made public.

Thank you – this helps to ensure the program runs smoothly!