

AUDIO VISUAL & PRESENTATION NEEDS



Below is a checklist that will ensure the best audience experience for Mark's program. Please share this list with your Meeting Planner and AV Contact Person. If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your program.

As part of the engagement, the Client and the Speaker agree to the following terms:

- The Client will provide the room setup and necessary audiovisual equipment including:
 - wireless lavalier microphone
 - video projector for use with Apple's Keynote '09 presentation software. Speaker will provide his own converter (aka "dongle") for the projector
 - connection to the house sound system via Speaker's computer's headphone jack
- The Speaker will run the presentation from his own MacBook Pro computer (not from the house computer) and does not need a live internet connection for the presentation.
- Speaker uses a MacBook Pro computer that utilizes Apple's Keynote presentation software. All slides are created in this software and are inoperable on a PC.
- Speaker will include the Client's logo on the introductory slide if requested, but does not use slide templates provided by Client.
- Speaker will advance the slides on his own; no indicator light functions are permissible.
- The Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, unless mutually agreed otherwise. During the sound check, the Speaker will also meet with the person introducing him. The Speaker will not provide his slides in advance of the presentation, as they are updated up until show time.
- During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage. The Speaker does not use a podium during the presentation, other than to hold his laptop, if required by stage setup.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior the presentation.

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As part of the engagement, the Client and the Speaker agree to the following terms:

- The Client is permitted to livestream the event at the time of the presentation and/or audio record or video record the presentation for archival purposes. The Client is also permitted to distribute the recordings after the event to registered attendees or employees who were unable to attend the live presentation, as long as the recording is password-protected on an internal site, removed after 90 days, and is not shared publicly.
- Should the Client wish to distribute the recordings publicly or use them in other ways not outlined herein, please inquire with Speaker Agent for permission. The sale of any recordings or use of recordings to create deviate works of any kind, at any time after the presentation, is prohibited without receiving prior written permission and consent from the Speaker and the Speaker Agent.

If you have questions or are unable to provide any of these items, please call Michelle Joyce at 704-965-2339 or email michelle@michellejoyce.com.



MARK SANBORN