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Audio Visual Requirements & Checklist

Keynote / School Assembly

1. **A good sound system is a MUST!!!** If participants can't hear, then the energy level is low, and it's much more difficult to maintain control and people's attention. Heather prefers a handheld cordless microphone and can bring her own- just communicate this to her. Heather plays music and a DVD during her session and this will need to be patched into the main or house system. (Please: no placing a microphone to a jam box). Heather needs to either control the music from the stage or a technician at the sound booth can control it for her via verbal instructions from the stage. *A good rule to follow...if you can carry your sound system in one hand is most likely is not adequate or strong enough!*
2. Heather uses PowerPoint. This will require a laptop, a projector, a screen, a remote, (or someone to change the slides via verbal instructions from the stage), and the ability to darken the room over the screen area. Heather continues to speak during her slides so the entire room should not be darkened. Heather will email her slides to the event contact prior to her arrival and will also bring them on a flash drive.

Checklist

Keynote/ School Assembly Only

**** All equipment should be up and running before Heather arrives! Heather will need to test all equipment 45 minutes prior to taking the stage. The audience should not be in the room at this time.***

- _____ Is the sound system working properly?
- _____ Is Heather able to connect her ipod to your sound system? She will also bring her own cordless microphone. This will easily plug into most sound systems.
- _____ Has someone been assigned to run Heather's music and DVD cues? Are they prepared to meet with Heather 45 minutes prior to the event? This is best during the time Heather is testing equipment.
- _____ Do you have everything needed for Powerpoint? Screen, laptop, projector with remote.
- _____ Have you received Heather's Powerpoint slides via email?
- _____ Have you loaded Heather's Powerpoint slides to the laptop she will be using?
- _____ Can the stage lights be dimmed (not completely dark) during Heather's Powerpoint slides? Make sure the lights immediately power back on and are not the types that need several minutes to come back on. (Heather learned this lesson the hard way!)
- _____ Is there a table on stage?
- _____ Have arrangements been made to turn off announcements and bells in the event area?
- _____ Are the stage lights bright enough for everyone to see Heather?
- _____ Is the audience on one side facing Heather? Participants on both sides of the room will NOT work.
- _____ If people are seated on stage (i.e.-head table), have they been notified to sit in the audience before Heather takes the stage? If there is a head table, will Heather be able to speak in FRONT of the podium and head table? She needs space to move around!
- _____ Is someone prepared to introduce Heather?
- _____ Is someone available to quiet the crowd BEFORE Heather is introduced?