

## Audio Visual Requirements for Eric Chester

It is our goal to make your upcoming event the best you've ever had! For your audience's ultimate experience, please have available the following equipment:

- A/V Projector with a minimum of 1500 lumens
- Wireless lavalier (tie clip) microphone
- Full house lights
- Audio/Power/Video Out connections from Eric's computer

Eric "DRIVES" his own program from a remote on his person and will bring his MacBook Pro laptop and any/all dongles and connectors needed in order that audio and video clips play from his presentation through the event location's system.

Because of copyright restrictions and requirements regarding aspects of the unique program Eric presents, he must always deliver his presentation to your event from his computer positioned as outlined below. It does not work to have Eric's presentation loaded on to a 'show computer' or to have Eric's laptop computer run from the technician's booth or AV table from the side or the back of the room. He will provide a backup copy of his slide deck to be used in an emergency situation, and will present this to the technician, if requested, 30 minutes before the session begins.

### ROOM SET UP

**SCREEN SIZE:** It is imperative to the success of Eric's program that we know the screen aspect ratio within 21 days of the event. Eric prepares his slides well in advance of his presentation and needs to know whether to prepare them as 16:9 (wide screen) or 4:3 (standard).

**LAPTOP POSITIONING** – As mentioned above, Eric drives his own presentation from his MacBook Pro laptop, but he does not want the computer on the stage with him! Instead, he needs the laptop to be positioned "inconspicuously" between the stage and the first row of seats, either on the floor where a confidence monitor would be placed, or on the first row of tables in the center of the room. That requires the room to be pre-set with the three connections (power, video, audio) to that desired location. If this is done correctly, the preshow AV sound check should take a maximum of 5-10 minutes!

**I-MAG/RECORDING:** If you will be using large video cameras for on-screen image magnification of Eric and other speakers, and those screens are also going to be used for projecting Eric's slides, he needs to know this before the event so he can prepare for this. His presentation moves very quickly with sudden slide changes and the show director will miss those key moments if they have chosen to project Eric rather than his slides. *This is something that needs to be discussed and prepared for ahead of time!*

**\*Additionally** - If you are interested in recording Eric's presentation on video, please contact Christie prior to your event at 303-239-9999 or via email: [christie@EricChester.com](mailto:christie@EricChester.com)

### OTHER ROOM SET UP NOTES AND REQUESTS

- The distance from the first row of seats/tables to the stage should be as small as possible. Speakers joke about "death valley" – the greater the valley between the stage and the front row, the greater the likelihood the speech is going to die! A front row that is 10 feet away from the stage is TWICE AS GOOD as a front row 20 feet back from the platform.
- If a lectern/podium is being used for introductions or other presenters, please set it a few feet back from the front of the stage to allow for Eric to move in front of the lectern during his presentation.
- The ideal stage/riser height for audiences of up to 200 people is 6"-12"; for audiences of more than 200 people, 12"-24" in height is appropriate.
- If possible, the screen should not be positioned in the center of the room directly behind the speaker as this will force Eric to do his entire presentation on one side of the room or the other so as not to block the audience's view of the screen. It's far better to position the screen off to one side or another so it can be seen by the entire audience as Eric walks the front of the stage or room.

- If the room uses spotlights, aim them toward the very front of the stage – not just the lectern, as Eric utilizes movement to connect with his audience. The spotlights should not be directed toward the screen or they will wash out the images being projected.
- If the screen(s) in the room are placed directly below room lights, those lights should be dimmed or the bulbs should be removed to assure the images on the screen are as bright as possible.
- A wide room set-up is vastly superior to a long room set-up. In other words, in a rectangular meeting room, place your stage in the middle of the long wall so the crowd is evenly divided between left and right. Some of the most difficult events are when the stage is on the short wall, making it seem as though Eric is in the end zone and speaking down a football field. Placing your stage in the middle of the long wall ensures a greater number of your audience is seated more closely to the speaker and your program. However, if you use a wide room, do not position the screen(s) in the far corner(s) of the room as the audience members will have to constantly be turning their heads back and forth to see both Eric and the graphics he's showing. Instead, position the screen(s) just slightly off the stage angled toward the center of the room.

If you have any questions regarding our audio/visual requirements and guidelines, please contact Christie or Eric at: 303-239-9999 or via email at: [christie@EricChester.com](mailto:christie@EricChester.com)