

# Jason's Audio/Video Requirements & Technical Rider

Below is a checklist of audio and visual needs that will ensure a flawless experience for your audience. Please share this list with your Meeting Planner and/or AV Contact Person to make sure everyone is on the same page.

If you encounter a challenge with any of the following requests, please contact me so that we can remedy things in advance of your event.

## Presentation Format & Source

Jason will run the presentation from his own laptop. The presentation is in PowerPoint (landscape orientation, 16:9 aspect ratio) and includes both audio and visual elements. A live internet connection is not required.

- **Slides:** Jason will include The Client's logo on the introductory slide, but he will not use Client-provided slide templates. Slides are not provided in advance, as they may be personalized up until show time.
- **Backup:** If the AV team prefers to use a house computer, it must be a PC running PowerPoint.

## Audiovisual Equipment

The Client is responsible for providing the following setup:

- **Microphone:** Jason requires a wireless mic; headset mic preferred. If there is no headset mic available, a lavalier is acceptable. Please note that a handheld will not be adequate.
- **Projection:** Video projector and screen(s).
- **Audio:** Sound system connected to Jason's laptop for video playback.
- **Confidence Monitor:** Ideally, two monitors facing the stage (one showing the current slide, one showing the next slide) plus a countdown timer. If two monitors are not available, a single monitor displaying "Presenter View" (current slide + notes) is acceptable.

## Stage Environment & Atmosphere

- **Clear Stage:** During the presentation, all podiums, chairs, stools, and stands should be removed from the stage. If this is not possible due to adjacent sessions, please ensure all furniture is moved to the far sides of the stage.
- **Screen Distractions:** The Client will remove all animations from stage screens during the talk (including social media feeds, rotating logos, and slideshows) to avoid distracting attendees.
- **Meal Service:** If the presentation is held during a meal, it is requested that food consumption be completed and all dishes cleared prior to the start of the presentation.

## Schedule & Tech Check

- Jason and The Client will meet at least **60 minutes prior** to the presentation for a sound/tech check, unless mutually agreed upon otherwise.
- If desired by The Client, Jason will meet with the person introducing him during this time to answer any questions they may have.

