

Don R. Crawley, CSP, Keynote Speaker

Technical Requirements for Keynote and General Session Presentations

Pre-Program Checklist

Audio / Visual Requirements and Guidelines

Meeting the following audio visual requirements and guidelines will help to ensure a great presentation.

Please have available the following equipment:

- Wireless tie-clip or Countryman microphone (no hand-held microphones, please)
- Data projector
- Stage video monitor

Room Setup

The following guidelines are important not just for the effectiveness of Don's presentation, but for the overall success of your event:

The Stage/Podium

- The stage or riser size should be at least 8'x12'.
- The distance from the first row of tables or seats for the audience members should be no more than 20 feet and no less than 15 to the back of the stage area where Don will be speaking.
- The best stage or riser height for audiences of up to 250 is 6" to 12". For an audience size of more than 250 people, we recommend 12" to 24".
- Don does not use a lectern. Please remove lecterns or move them to the rear of the stage for Don's presentation. Don will work in front of the lectern.
- Please provide a bottle of room temperature water at stage right.

Lighting

Please ensure Don has a well-lit performance area. Don's programs are not intended for low-light settings.

Screens and Computers

Don uses visual graphics to supplement his presentation. Please provide a minimum of one 10' screen at the rear of the stage, along with a data projector.

If Using Your Computer for the Presentation

Don will provide your technical staff with a PowerPoint deck prior to the event. Please provide a video monitor on the floor in the downstage, center position. Also, please provide a remote control for Don's use during the presentation.

If Using Don's Computer for the Presentation

Please provide an HDMI connection to the data projector. Don's laptop will be positioned on the floor in the downstage, center position for his use as a monitor.

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