

Technical Requirements for Terry Jones' Presentations

Equipment List Summary

A/V REQUIREMENTS: Presentation is in Keynote format. Mr. Jones brings his own Macintosh laptop computer. Note: Due to special embedded video, Mr. Jones is unable to use your pc. Please provide beam projector, splitter (if more than one presenter using a computer), pit monitors at least 22 inches in size (if appropriate), wireless lavalier microphone, podium set to "stage right", glass of water (no ice) and stage risers. A copy of the presentation may be provided to show management as back up using a memory stick.

How the show runs

Mr. Jones comes onto the stage lit by a full stage wash (if available). Mr. Jones gets the cue device from the podium and stands beside the podium while showing the Power Point presentation. His slides should come up as soon as he steps to the podium.

At the end of the presentation, Mr. Jones will raise his hands and say, "Thank you very much!".

Digital Presentations

Mr. Jones brings his own Macintosh laptop with his presentation on it as he will use Keynote with his presentations. There may be some video in the presentation. Mr. Jones asks that the laptop be run from the podium if at all possible. If that is not possible, then the laptop should be placed on a small table next to the podium.

The laptop will require 110v or 220v power. The presentation includes sound, so an appropriate sound cable should be available at the podium.

Please have a 22 inch (at least) pit monitor placed in front of the stage, centered. Mr. Jones will use his own remote to cue the slides from the stage as the presentation goes very quickly.

As Mr. Jones is blind in his right eye, if at all possible please put the podium on "stage right". This makes it easier for him to refer to and see the screen when necessary.

Projection

1. An LCD projector with minimum native resolution of XGA (1024 X 768).
2. Projector brightness (Lumens rating) should be appropriate for the combination of screen size and audience size.

Screen

1. Important! The screen should be placed high enough above the floor of the room so that the audience can view the entire screen. At several points in the presentation there is information on the bottom edge of the screen that is very important to the presentation.

2. If the audience is larger than 900, client should consider using two screens. Please call Mr. Jones to consult on the audio visual requirements for audiences larger than 900.

Sound

1. Mr. Jones requests a wireless lavalier microphone, unless the sound quality is significantly better with a wireless hand-held mike. There should also be a back up mike on the podium. The presentation includes sound so please have the appropriate cable available and the podium.

Staging

1. Glass of water (no ice) on the podium.
2. Stage or risers. Mr. Jones requests that the podium be raised above the general level of seating to assure the best possible visibility. Further, additional staging should be provided as Mr. Jones general roams the stage during his presentation.

Lighting

1. Many smaller conference rooms have fixed lighting that is not always conducive for visibility, much less dramatic effect.
2. If the budget is available, supplemental lighting should be provided for both the stage area and the podium.