



## JUSTIN GUARINI- AV REQUIREMENTS

Below is a checklist that will ensure the best audience experience of Alan's program.

Please share this list with your Meeting Planner and AV Contact Person.

If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your seminar.

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- A wireless, lavalier microphone.
- Lighting can make or break an event! Please be sure that there are no floodlights or house lights over or near the screen. This ensures maximum brightness and audience viewing pleasure. Lighting is a problem in most meeting rooms, and often is a bulb by bulb project with the hotel.
- A BRIGHT laptop computer projector. Alan's slides are an integral part of his presentation; and the quality of projected image is essential for maximum audience enjoyment.
- A large computer projector screen -- raised as high as possible
- A 15-pin VGA and a DVI hook up from the laptop to the projector in the FRONT of the room. Alan will bring his own laptop (MacBook Pro) and push his own slides (with his own wireless mouse) from the FRONT of the room.
- Large confidence monitor placed in front of the stage that has a line run so speaker can see next slide
- An empty cocktail table in the front of the room (or on stage) for Alan's laptop.
- A sound cord with a mini plug from the house sound system to Alan's laptop, so that he may play sound from his computer. (Alan will not need an internet connection.)
- If your event will have a stage, please have steps coming off the front of your stage.
- Bottled water (room temperature, please)
- Justin's speeches & programs are very interactive and engaging your audience, so please try to fill the seats in the front of the room for energy.