IN-PERSON AV REQUIREMENTS

Kevin will bring:
- HP laptop (Non Mac) with HDMI input
    - (note: he requires presenting from his own laptop)
- Wireless slide advancer
- Customized introduction for whomever introduces Kevin

Contracting Entity is asked to provide:
- Someone energetic to introduce Kevin with their own microphone
    - *(note: please introduce Kevin to person introducing him beforehand)*
- Sound check at least one hour prior to presentation
- Projector(s) with HDMI port which will be used to connect Kevin's laptop to projector(s)
    - (note: VGA connector will not work unless adapter also provided)
- Projection screen(s)
- House sound with connection to Kevin's laptop. Sound should never be muted
- Stage/speaking platform is highly recommended for all audiences (also called a podium!)
- "Confidence Monitor" directly in front of stage/platform on audience level and facing stage/platform. If a monitor is not available, Kevin will use his own laptop. Ensure HDMI cord can reach.
- Lavalier microphone for Kevin
- Skirted/covered table on-stage (3 x 6 preferred) for Kevin's props/supplies
- One chair on stage platform
- Printed handouts, if applicable, provided by Kevin
    - *(note: Kevin prefers to stay green and share presentation slide deck electronically afterwards)*
- Assistance for providing handouts to audience members upon arrival, if printed handouts used
- If a piano is available at no or minimal charge, then wonderful. Many ballroom stages already have a piano at NO COST. Please inquire with facility host.

Notes/Recommendations:
- Ensure a copy of these requirements are provided to AV contact person at contract signing and again at least 48 hours in advance of presentation
- Kevin is happy to speak with AV contact weeks/days prior to event. Tech is essential!
- Kevin's laptop can be placed either on stage or at AV table/booth as long as a monitor is in front of his speaking area.
- Kevin uses most recent version of Power Point in 16:9 format.
- Please check whether your projector system has a VGA or HDMI port. If VGA, you will need to have a HDMI adapter for Kevin's HP laptop.
- Lectern is NOT needed for Kevin. If lectern is on stage for presenters prior to him, please remove from center stage and angle to the side so it does not interfere with Kevin's speaking space and movement.
- Please no swapping laptops minutes before Kevin's presentation. Instead, let Kevin add your event/sponsor slides to his presentation slide deck.
- Photography and video recording IS ALLOWED and ENCOURAGED! Kevin requires a copy of any videos and photos taken.
- Consider stage lighting so your photography and video quality is maximized,
- Create a #HASHTAG for your event and send to Kevin so he can add to his slides.
- Kevin's cell phone is #919-633-9931 and direct email is Kevin@KevinCSnyder.com