

CHRIS BASHINELLI- AV/TECH REQUIREMENTS & ROOM SET UP

Please email responses to Donna@seeagency.com

Chris's number one goal is to provide the best possible experience for your audience. The items listed here are suggested in order to provide the best possible set up for the event. If you are unable to fulfill any of the items listed, please let us know. Chris will be able to provide a powerful experience in any case. If possible, please do not schedule the event during a meal as Chris includes several activities that involve active audience participation.

AV/TECH REQUIREMENTS

1. Warm up room: If possible please provide a private room near the stage entrance, or a short walk from the stage. Chris will use this room to warm up prior to going on stage.
2. Slide Advancement: Chris will use his clicker (or the clicker provided) to advance all slides.
3. Videos Play Automatically: Videos are embedded into several slides. If you are downloading Chris's PowerPoint presentation, please make sure that each video is set to "play automatically". In this manner, when you click to a slide where a video is embedded, the video will start immediately.
4. Computer: Chris uses a Macbook Pro (early 2008). The presentation is formatted for Mac computers.
5. Video port: The laptop has a VGA port for which Chris has the adapter.
6. Audio output: The laptop has a standard audio port. Ensure there is sufficient audio in the room as the presentation includes various videos.

* Note: There are roughly 6 videos throughout the presentation. Each of these videos is at a slightly different audio level. If possible, please have a member of the audio team adjust volume accordingly.
7. Wireless Mic: Chris would ideally like to use a wireless lapel microphone, either a clip on or over the ear. He can certainly use a handheld microphone, or simply project without anything if needed.
8. Please have at least one AV person available before and during the event.

ORDER OF OPERATIONS

1. Introducer reads Chris's introduction. Feel free to change as you see fit.

* Please ensure that the first slide of Chris's presentation is on screen as soon as the person introducing Chris begins the introduction. This is important because as soon as the introduction finishes Chris will be clicking the next slide, which starts a video. This image will have the name of the speech title on it and your organization name.

2. Chris clicks 'next' on clicker to go to 50-second introduction video from off stage.

3. Chris enters stage from back stage or from audience.

4. Keynote Speech

5. (DVD Signing)

STAGING

Chris performs in many different situations ranging from amphitheatres to hotel ballrooms to makeshift stages. The below staging is the ideal scenario. Of course Chris will be able to deliver the speech in any environment.

1. It is crucial that the stage is set up prior to Chris being introduced. As a last case scenario, the staging can be changed while Chris's introduction video is playing. This video is only 50 seconds long, so it must be changed swiftly.

2. Please ensure that at least one screen (if available) shows Chris's current PowerPoint slide during the entirety of the event. This is because each slide either includes an image or video that is linked directly to what Chris is saying.

3. Place a portable "stoop" at downstage center, a few feet back; so there is room to walk in front of it. A "stoop" is a small set of stairs. We often simply use the risers that lead to the stage. Ideally, this will be placed on stage before Chris begins his presentation. For an example, Google images of "Brooklyn Stoop". The stoop can be anywhere from 2 steps in height and up. Keep in mind it is important that the stoop is not too high that it blocks the images of the PowerPoint (if the screen is behind the stoop). If a stoop is unavailable you may use a black box, stool, or chair. The "stoop" will serve as a metaphor for a meeting place of common ground during the presentation.

4. To either downstage right or left include a podium. Chris will be walking around during the entirety of the presentation, however this podium will serve as an anchor for notes and water bottles.

5. Additional 2 hand held microphones should be made available. These microphones will be used about halfway through the presentation for roughly five minutes. At this point Chris will make a very specific request of the audience to have 2 volunteers come to the stage. Ideally these microphones will be hidden in the podium throughout the presentation and Chris will take them when he needs

them. Ideally they will already be turned on and the AV coordinator can 'un-mute' them for the participants. You can also have a member of your team hold onto the microphones until Chris needs them, at which point he will ask for them.

6. Lighting: If possible, dim the house and stage lights during each of the videos in the presentation.

TO DOWNLOAD CHRIS'S POWERPOINT- Email Donna@Seeagency.com for copy of PowerPoint and instructions on how to set it up.