

# WALDO'S LIGHTING, AV & TECHNICAL REQUIREMENTS

## **STAGE REQUIREMENTS:**

Staging (raised platform) in the center of the front wall of the room with an American Flag (and other flags you would like to display) on stage right. If stage is over two feet high, please have steps off the platform either off the front (ideal) or on the side.

Please place a HIGH BACK CHAIR/BAR STOOL on the center (slightly offset) of stage before Waldo speaks. If lectern is used, please offset to one side of stage.

Keep the front segment of seating as close to the stage as possible, and please **fill up the front seats/tables first!** Approximately six feet away is ideal.

## **LIGHTING REQUIREMENTS:**

**A bright stage wash will keep the audience focus towards the front of the room.** Waldo will utilize the entire stage and will even walk into the audience.

For groups greater than 500, a SPOTLIGHT or LIGHTING TREE is suggested. Please aim for a general wash of the front of the stage. People are more alert in brightness. Dim the lighting on the screens but keep the house lights up full.

If able, use a dark backdrop to accentuate Waldo's face and body.

## **AUDIO/VISUAL REQUIREMENTS:**

Video projection system and associated cables for a laptop (MACBOOK AIR/PRO) 16x9 power point presentation. **ALL VIDEOS ARE EMBEDDED IN POWERPOINT**. Please have a backup Mini DisplayPort to VGA/DVI/HDMI adapter to connect his MacBook to the video projector.

Largest Projection Screen possible. *(For audiences greater than 400 people, IMAG (Image Magnification) is highly recommended.)*

Wireless lapel or headset microphone.

Waldo needs a hand held remote to run his slides and must be within 75 feet of the laptop for the remote to function. If unable to place laptop on podium or within 75" of laptop, please provide alternate remote-control system (perfect cue.)

A high-powered sound system is needed as the presentation will have video/audio clips. Please provide the necessary interface items and adapters (RCA, 1/4" or 1/8" stereo mini-jack).

**Optional** - please provide a back-up MacBook (**much** preferred) or if unavailable, a laptop computer with Windows 10 or later and Power Point 2016 (or later) loaded. A backup of the presentation will be installed on this laptop.

**Optional** – Confidence monitor (for PowerPoint) at front of stage.

## Ideal Wingman Keynote Room Set-up

*The proper chair and light set up can make a huge difference in the quality of an event. Here are some recommendations.*

extra seating

**primary seating**

extra seating

screen      Stage      screen

**\*\* CRESCENT ROUND TABLES ALSO WORK GREAT**

Ideally, the chairs should be set up so they are NOT right behind each other with people looking directly at the head in front of them. Have them set up to maximize the viewing angle with the chairs in the second row placed in the “space” between the chairs in front of them. Also, give ~4” of separation between chairs.

**Chairs should be like this:**

X X X X  
X X X X X

The rows of chairs should be slightly curved. Set them up as if the belly button of each person is pointed directly at the center of the stage – the rows on the sides will be at ~ 45 degree angles. There will be an aisle on each side of the center section. Having an aisle in the center is also fine.

**Be tight on the number of chairs.** If you expect 200 – set up 200. *Hotels typically go over 20% and the front rows are often empty.* This is bad for everyone. It’s easy to add a few more chairs, but hard to remove them (or get people to move.)

Ideally, rear projection is the best for the screens. Please place the screen(s) in one or both of the corners, or if in the center, please try and have it raised if possible.

I like multiple aisles because I walk into the audience and speak at various times. Steps off the front and/or the side of the stage are recommended.

I recommend you also use upbeat, energetic music when people enter the room, at the start and during breaks etc. This music can help the energy immensely. I will arrive

early and assist with any set up or adjustments that might be needed.

## **AV and Lighting Pre-Mission Checklist for the Wingman** **Keynote**

**All videos and PowerPoint are on my MacBook Air/PRO.**

I have full control of all video & PowerPoint with my remote clicker

If using my 5-min video “countdown,” please dim the lights while it plays.

\*\* As soon as spoken intro starts, put PP slides onto screen(s).

**Speaker Video Introduction** (which comes after verbal intro) – Lights off

**Keep the volume high** & make sure there is a good amount of bass.

When video intro shows “Please Welcome the Wingman” on the screen, turn up full house/stage lights. Waldo will enter stage as a jet noise plays.

For all videos (~3-4 total) – please turn off lights and put lights **full up** after the video. Keep volume high if able.

**DON’T TURN OFF LIGHTS WHEN MISSILE PHOTO/LAUNCH SOUND STARTS.**

I have embedded sounds throughout the slides, so please do not turn off the sound until after my presentation is over ***and I leave stage.***

\*\* **FOR IMAG** – Please keep at least one screen with my PowerPoint, and the other with me on it. For PowerPoint videos, change to both screens with PowerPoint. If I walk into the audience, good idea to go IMAG on at least one (or both if able). Please keep in mind I may refer to my slides and may need you to switch it back to my PowerPoint.

Please call me on site if you need to ask any questions.

Thank you for being my wingman and helping me to fly a successful mission!

*Waldo*

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