

AV Requirements for Pete Souza Presentations

HIGH-DEFINITION PROJECTOR

- The projector must be front-projection HD with capability of 1080p/1080i and at least 15K lumens.

LIST MAKE AND MODEL OF PROJECTOR BEING PROVIDED

- a. An HD video wall might be acceptable as another option for exhibit hall type venues where the room cannot be darkened.
- b. Rear projection is NOT acceptable without prior consultation.

PROJECTION SCREEN IS DEPENDENT ON VENUE

- For a theatre/auditorium venue, projection screen must be between 25 and 40 feet wide (in a 16x9 proportion) depending on size of theatre/auditorium. *

SIZE OF SCREEN(S) BEING PROVIDED FOR THEATRE/AUDITORIUM

- or N/A For hotel ballrooms (depending on size and width of room) there must be a minimum of two screens between 25 and 40 feet wide. For a ballroom that has three sections, there must be three screens. *

SIZE OF SCREEN(S) BEING PROVIDED FOR BALLROOM

- or N/A For classrooms or other rooms, projection screen (in a 16x9 proportion) is dependent on size of classroom. *

SIZE OF SCREEN(S) BEING PROVIDED FOR OTHER TYPE OF ROOM

OTHER REQUIREMENTS

- A lectern with microphone should be placed at either end of the stage during the presentation. The lectern should not block anyone in the audience from seeing the projected images in full. The spotlight on the lectern should be as narrow as possible so no light splashes onto the screen. **Initial** _____
- Pete will be using his own Mac Air laptop and there must be an HDMI cable to connect to the projector at the lectern, and the output must be 1080p/1080i. Pete will have the proper adapter to connect his laptop to the HDMI cable. **Initial** _____
- A mini-plug for sound must also be available at the lectern to plug into the Mac Air. **Initial** _____
- The entire auditorium/theatre/room should be near total darkness during the presentation. **Initial** _____
- AV check must be available three hours before doors open and/or before Pete has other contractual responsibilities from the host. Light levels for this check need to be ready for show-time levels (i.e. near total darkness). **Initial** _____
- Q&A of 15-30 minutes will follow the approximately one-hour presentation. Pete will moderate this himself so he can interact directly with the audience. A wireless microphone is required for this portion of the program so Pete can move about the stage. **Initial** _____
- Please have two centrally located microphones in two aisles and instruct the attendees to line up at the start of the Q&A. With an audience of 500 people or less, another option is to have two or three staff with roving microphones. **Initial** _____

* In addition, the following information must be provided prior to commitment from Pete Souza:
Initial _____

- Diagram of meeting space to include room dimensions and ceiling height as well as screen and projector locations and location of first row of attendees.
Please attach
- Room set up style (theater style, classroom style, round tables, other)
Room set _____
- Estimated number of attendees – **Estimated #** _____

I agree to provide the above equipment and details and understand this is subject to approval from Pete Souza before making a final commitment to contract.

Name printed _____

Signature _____

Company _____

Date _____