

Brian Fanzo Platform Needs

Below is a checklist that will ensure a flawless event.

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.

- **AV / Sound Check:** Brian prefers a sound check the night before his event (upon arrival onsite) to ensure there are no technical challenges
- **Microphone:** Brian's preference is a Countryman, over-the-ear, headset microphone. (If this cannot be provided, a wireless lavalier microphone will suffice.)
- **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
- **Screen:** A large computer projector screen, raised as high as possible
- **Presentation Slides:** Speaker will bring his own laptop and push his own slides (with his own wireless mouse) from the FRONT of the room.
- **Projector:** Video/data projector to interface with laptop computer. This should be a current model projector (minimum 1024x768 VGA resolution) bright enough to be seen on the screen without dimming the room lights
- A **15-pin VGA and a DVI hook up** from the laptop to the projector **in 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
- **Countdown clock** with confidence monitor or back of house counting down for total stage time
- **Sound:** A sound cord with a mini plug from the house sound system to Brian's laptop
- **Room Arrangement:** We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to clearly see and hear Brian
- **Staging:** If your event will have a stage, please have steps coming off the front of your stage. Speaker prefers a short distance between the front row and the stage
- Two bottles of water

If you have questions or are unable to provide any of these items, please call
Jennifer Lier, Director of Events, at 818-472-9231

or email Jennifer@MichelleJoyce.com as soon as possible.