AV / Tech Needs for a successful Vertical Lessons Program

Our number one goal is to help make your event a massive success! We want to partner with you to help you with the planning and execution of the head spinning number of items you have to manage. To that end, please let us know if you have any questions, or if you run into any challenges with the items below.

VIDEO:
☐ Projector(s) with VGA **OR** HDMI connection
  o Manley presents from his 2014 MacBook Pro and will provide his own Thunderbolt-VGA Mac adapter. Or, HDMI can be run directly from his Mac.

☐ Projector screen(s) (as large as possible for given room)
  o Large screens and high lumen projectors greatly enhance the experience for your audience.

AUDIO: Manley will need 3 Audio Inputs on the PA mixer
☐ Quality PA system sufficient to address room size of event
☐ For voice audio: wireless lavaliere Mic system
☐ For laptop audio: (videos and music)
  ☐ 3.5 mm cable with Male connection to plug into his laptop, run to PA mixer
☐ For guitar audio:
  ☐ XLR cable with Female connection to plug into his guitar device, run to PA mixer (same cable run as if you were adding a hand held mic to the stage)

LAPTOP / MONITOR: *Manley will use his MacBook Pro laptop for all presentations*
Manley will integrate a multimedia Keynote® (Apple/Mac presentation software) presentation into this program, and he will bring his own laptop and wireless remote. Because of the embedded graphics, video, and fonts, Manley's presentation must run from his laptop computer, and will not be transferred to a house or show laptop. However, he would like his laptop positioned inconspicuously on or within 10' of the platform. This should be set on a cocktail table, lectern or even on the ground and is used as Manley's confidence monitor (since it shows the advancing slide and timers) even if another confidence monitor is provided. Manley will not need to physically touch his laptop during the presentation, but will use his own wireless remote device to advance the slides. Because this presentation moves so quickly, Manley needs to be in full control of his laptop, so it does not work to have Manley's laptop behind the stage or in the AV control booth with a person advancing the slides. ***Thank you for ensuring that Manley's laptop is positioned as requested!***

ROOM SETUP:

☐   A Platform/Riser 20' wide x 8' deep is highly encouraged for audiences over 100. Every audience member being able to see their speaker live greatly enhances the their experience

☐   Manley does NOT need a lectern. If a lectern is being used for the event, having it set up far stage right (left side of the stage from the audiences perspective), and at least 4' back from the front edge of the stage is ideal.

☐   Please provide a photo of the room where Manley will be speaking, as well as any supporting diagrams regarding the room set up.

☐   A confidence monitor visible from the stage is preferred, or the ability to position Manley's Mac where it can easily seen without having to turn away from the audience.

☐   Please ensure Manley's program is *not* scheduled while your audience is eating. This is a critical success factor to help ensure Manley is able to establish a deeper connection and rapport with your audience.

Additionally, please let Manley know if there's anything else he can do to support your efforts, before during and after his program. Nothing is beyond or below his assistance! Manley knows how to run the vacuum (don't tell his wife), help set up the room, assist with AV issues, cover additional speaker slots if someone doesn't make it, etc. If you need help with *anything*, please let him know!