

Audiovisual Requirements for Bill Bachrach Keynote

Audio

1. Sound from BAI Speaker's laptop computer
 - a) 4-channel mixer
2. Wireless, tie-clip microphone.
3. Hand-held microphone (for audience participation)
 - a) Minimum: 1 per 100 participants
 - b) Recommended: 1 per 50 participants

Visual

1. Video-projector (like a Viewsonic) with a minimum of 3500 lumens (to support full-up lighting during the entire presentation)
2. 12' Projection screen – Placement – stage right
 - a) Placed 15 feet from video-projector
3. Projector table (30 inch diameter cocktail round, skirted)
 - a) Placed 2 feet from edge of stage (so BAI Speaker can walk in front of this table)
4. Stand for laptop computer, **ONLY TWO FEET HIGH**
 - a) Placed 4 feet from end of stage and first audience table, connected by a 20 foot power cord taped to floor)

Room Set-Up

1. Classroom-style seating (if using Classroom seating)
 - a) **3 persons per 8' table**
 - b) **2 persons per 6' table**
2. Theater style seating – for keynote events
3. High ceiling
4. Full-up lighting
5. Floor-to-ceiling pipe and drape (width of room)
6. Two flip charts stage left angled towards center (right side of room)
7. Water pitcher and glasses on each table for classroom seating
8. Pens placed at each seat
9. No lectern or podium – unless requested by introducer

BILL BACHRACH – ROOM SET-UP AND AUDIO/VISUAL REQUIREMENTS

10. For groups of 75 persons or more, provide a stage (“risers”) **to extend the entire width of the audience area**
- a) **See comments under Visual above for placement of video-projector table and laptop computer stand in relationship to stage**
11. Stage should be:
- a) 12 inches high for groups of 75 – 150 persons
 - b) 18 inches high for groups of 151 – 400 persons
 - c) 24 inches high for groups of more than 400 persons

WHEREBY, Client, who by its signature has indicated that it has the authority to act of behalf of its company and represents and warrants that the Room and Audio/Visual have been reviewed and will be provided at a minimum, has executed this Schedule D effective on the date last provided below.

Client

By: _____
Printed Name: _____
Title: _____
Date: _____