Bob Woolverton

Lead, Teach, and Inspire

Audio Visual & Presentation Needs

Below is a checklist that will ensure the best audience experience of Bob's program.
Please share this list with your Meeting Planner and AV Contact Person

If you have any questions or issues with any of the following requests, please contact us right away so that we can resolve them together.

Audio

- Wireless Lavaliere microphone or dual-ear headset microphone (wireless, over both ears)
- If Bob's program includes audience participation (if you're not sure, please ask), please provide a hand-held wireless microphone in addition to the above.
- Audio feed from Bob's PC laptop (1/8 inch mini plug preferred, but HDMI will work)

Video

- Video projector to accommodate a PC laptop (Bob will provide HDMI and VGA adapter cables, as well as his own wireless remote to control the laptop.)
- Projector should be current (i.e., not an antique from the Eisenhower administration), and bright enough for the image to be seen without dimming the lights.
- Bob's slides are designed for a 16:9 aspect ratio.
- AC power for Bob's computer nearby.
- NOTE: Bob's computer MUST be on stage with Bob.

Screen

- Please raise the screen as high as possible and place to the side of the stage (preferably the right side of the stage, from the audience's perspective; this makes your speaker the dominant part of your program, rather than the graphics).
- Split Scree: If using two screens and projecting Bob's image, split screens are preferred, with one screen projecting the live camera feed and the second screen projecting Bob's computer output.
- If screen(s) are positioned so that they are not easily visible from the stage, please provide a confidence monitor.

Lights

- To help maintain the energy level, please keep house lights at full (or nearly full) intensity (people tend to laugh and listen more in bright light).
- Please make sure the stage is well lit. If you can't see Bob's face from the back of the room, please add light.
- Floodlights and/or house lights directly above the screen will wash out the image. If possible, please turn these specific lights off. If that's not possible, you may need to remove individual bulbs.

Staging

- To provide maximum visibility to all audience members, Bob prefers to be elevated on a riser (ideal height is 6"-12" for audiences up to 200 people, 12"-24" for audiences greater than 200).
- Bob moves around quite a bit on stage, and occasionally brings audience members on stage. Please make sure riser(s) is wide enough to accommodate this.
- Bob requires a small table on stage for his computer and props. He does not, however, use a lectern. If there is a lectern, please place it to the side of the stage, or pull it back out of the way during Bob's program. (When a lectern is in the middle of the stage, audience members may have difficulty seeing the entire program).
- If you're using a head table(s), please pull it to the back of the stage and relocate the occupant to other seats during Bob's program.
- Please place two bottles of room temperature, non-carbonated water on side table.

Room Arrangement

We understand that the room set-up may already be established. In a perfect world, however, the following requests would be accommodated.

- Proximity of the audience members to the stage has a huge effect on the room's energy. Please set the first row of seats/tables as close to the stage as possible while still allowing room for people/servers to pass through.
- Bob's programs are very high-energy and interactive; please try to fill the seats in the front of the room for energy!
- To encourage people to sit in the front seats, please set the room for the number of attendees expected and no more.

Thank you for your attention to these details. They really do make a difference!

BobWoolverton.com