

Audio Visual & Staging Checklist

Equipment Needed:

- ✓ **LCD Projector** with cable for laptop connection
- ✓ **Screen:** largest practical size
- ✓ **Microphone :** Wireless, lavalier (clip on) (second choice wireless, handheld)
- ✓ **Flip chart** on easel with 2 wide-tipped black and blue markers

Room Set Up:

- ✓ **Lighting:** Rodney prefers to keep the room as bright as practicable even though the LCD projector is being used. *An especially well lit speaker area is a must.*
- ✓ **Platform:** For groups of 75 or more a raised platform of at least 12" is a must. You want your speaker seen as well as heard Include steps for ease of audience volunteers getting onto and off the state.
- ✓ **Electricity:** An outlet or extension near the stage or platform for the LCD projector and any accessories that Rodney may use for magic or an illusion.
- ✓ **Screen:** Use the largest screen possible, positioned off center, preferably to the left of the speaker.
- ✓ **Lectern:** Rodney does not use a lectern, so if one must be on stage place it far right of speaker; a removable microphone for the introducer is preferred.

Permission to record Rodney's presentation:

The material to be presented is protected by copyright. For permission to audio or videotape, a separate licensing agreement is required.

Please send an agreement We don't plan to record this session

Temperature: A **cool** room produces an **alert** audience; a **warm** room produces a **drowsy** audience. A **cold** room produces a **distracted** audience, and a **hot** room produces an **irritable** audience. The actual room temperature should be somewhere between 68 and 72 degrees Fahrenheit.