

# Preparing for David Avrin's Presentation

## **ROOM ARRANGEMENT**

The ideal room arrangement is classroom style with audience seated at tables facing the front. Theater style or round tables are acceptable as well.

## **STAGE**

David prefers to be elevated above the floor level commensurate to room size. (6 to 8 inch risers for small rooms, higher for larger rooms.) The stage should be a minimum of 8' x 12' with one small table off to one side. Ideally, the distance between the stage and the audience should be minimized.

## **SOUND**

David prefers a cordless lavalier microphone with a corded hand held microphone readily available as a back up. David's cordless mic should not also be the one used to introduce him.

## **AUDIO VISUAL REQUIREMENTS**

Unless prior arrangements have been made, David will integrate a Power Point multimedia presentation into his program, and requires the following to ensure its success:

### **SCREEN**

A video screen will need to be positioned in the front corner of the room, or to the side of the stage. (This should be the corner where there are no entry doors.) The screen should be high enough and large enough to be seen by all. Care should be taken to assure that no direct light is upon the screen. (Unscrew bulb above screen if the lights above it cannot be dimmed.)

### **PROJECTOR**

David will need a video/data projector to interface with his laptop computer. This should be a late model projector (minimum 1024x768 VGA resolution) bright enough to be seen on the screen without dimming the room lights. The projector should be positioned on an A/V cart aimed at the screen, and have an electrified power strip running to it. Please confirm power at least one-hour prior to scheduled presentation.

### **SOUND**

Please provide a patch cord from the AV cart to the house sound system (or mixing board) wired with a mini plug adapter so that the entire audience may hear clear sound from David's laptop.

### **LIGHTS**

The room needs to be fully lit to maintain a high energy level by the audience. Make certain, however, that direct light is not reflected upon the screen. Light the stage from end to end. David does not require a spotlight.

### **HANDOUTS/WORKSHEETS**

If appropriate, David will send ahead a master to be duplicated for all program participants. Please do not pass these out to audience members prior to David's program.

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