Robyn Benincasa Technical Requirements (in-person events)

Customer to provide the following items:
- Wireless Lavaliere Microphone hooked into the sound system. No countrymen or over ear microphones.
- LCD Projector
- Large Screen(s) – as large as the room will allow
- Audio/Sound with Sound Patch to presenter's laptop (not at podium), embedded videos are played during keynote.
- A small table near the back of the stage (or just off stage) for her coffee/water.
- A private green room or private area for Robyn to do some final preparation before the presentation.
- Please have black coffee and bottled water available in the green room or private area.

PLEASE NOTE:

HER TECHNICAL OPERATOR:
- An Operator accompanies Speaker to each event (at Speaker's expense, there are no additional costs to the Customer); he plays her walk on music, all video, walk off music, and he runs her presentation from his Mac Air*, from a location that is NOT on the podium.
- The Operator can be located at the back of the room or backstage, a direct sight line with Speaker is appreciated but he can be situated backstage, if necessary, as long as the plug in is NOT at the podium.
- The Operator brings the Mac adapters (VGA, HDMI and DVI dongles) and a backup Mac for the presentation and videos.

The Operator brings two Macs (one for backup) that are "sterile"; they have never been connected to the Internet and have nothing on them other than her presentation.

NO PRESENTATION SLIDES IN ADVANCE: Speaker is unable to provide the presentation in advance, due to the usage rights on the videos embedded in the presentation.
NOTE: it is not possible to run the slides from another machine.

SLIDES AND VIDEO: Speaker's presentation includes both images and video, all embedded into a Keynote deck that her Operator runs from his Mac Air.

SOUND CHECK: The Operator will plug his Mac Air into the house system and test the microphone levels and lighting. The Operator will be available for the sound check no sooner than two hours before the presentation start time. This can be during a short break in programming.
NOTE: Speaker requires only a 5 to 10 minute A/V check. She does not require a full rehearsal. Speaker will be available to interface with the client and/or the person introducing her one hour in advance of presentation time. This is a great way for her to interface and create smooth transitions (walk on and walk off) together.

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{{{Customer Name}}} Signature