



As a former event planner, Toni knows the importance of all things technical when it comes to ensuring a successful event. We also know that you have a lot on your plate and so in the interests of making things as simple as possible, all of Toni's technical requirements are laid out in this one PDF.

Please note that there are a few simple but essential things that we need to know from you as well. We have identified these questions in italics so that you can begin to think about them. We will then follow up with a simple web form that you can fill out and send back to us 2-3 weeks prior to the event.

The Staging Experience

Requirements...

- Room to roam. Toni uses the full range of stage provided. She does not require a lectern or podium. If there is one, we ask that it removed or, at the very minimum, pushed well to the back of the stage for Toni's presentation.
- 1 small table on stage for Toni's notes, remote, water, etc.
- Toni is highly interactive with the audience. Even if there are already steps on the sides, another set at the front of the stage make for the best and safest experience.
- Ceiling height: Toni starts her presentations sitting on top of a 5 foot step ladder... head space is good! The good news is she brings her own ladder.
- Flipchart(s) with a 1 red and 1 black marker. (This will depend upon the size of the group and the type of program. *To be discussed...*)

What we need to know...

- *What is the planned room set up (rounds, theatre, classroom)?* Note: rounds are preferable since we often incorporate group discussion/work – especially for longer sessions.
- *What type of projection (front or rear)?*
- *What is the planned projection ratio (4:3 or 16:9)?*
- *How many screens and where will they be positioned?* Hint: we'd love a look at floor plans.
- *What are the stage dimensions?*
- *Will there be a comfort monitor?*



The Presentation Experience

Requirements:

- Countryman E6 headset mic. Note: Toni is highly interactive and mobile, the Countryman offers the best uninterrupted sound.
- Sound cable. Toni's has videos embedded in her slides and we need to connect her laptop to the sound system. Note: for a smaller executive groups (i.e., <30 people) a set of desktop computers speakers could suffice.
- General lighting. Toni's provides a highly interactive experience and prefers to have as much house light on the audience as possible. As long as the audience can see the screens, more light is better. If you have extra lighting on stage, please let us know as we can make use of it to boost the experience.

Other things you'll want to know:

- Toni's presentation software is Keynote for Mac.
- Toni runs her presentation from her own MacBook Pro. She brings all required adaptors and her own high powered, professional remote. In most cases, her laptop can be on the tech table, behind the curtains or at the back of the room.

Bilingual Experiences

Requirements...

- The capability for Toni to advance both the English and *Other Language* computers with a single wireless remote (e.g., Perfect Cues transmitter)
- Comfort monitor must mirror the English presentation.
- Matrix switcher to handle the videos. Note: in smaller rooms the videos can be played on only 1 screen however, in large venues the matrix switcher is essential.

We will be in touch to discuss these requirements with you and to get the contact information for the onsite AV team. (In an effort to ensure a seamless event, we will always want to touch base with them directly.)

In the meantime, if you have any questions at all, please feel free to reach out to me at gerry@toninewman.com.

We look forward to helping make your event a huge success.

Gerry Benard, Partner and Chief Connections Officer

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