



LIGHTING, AV & TECHNICAL REQUIREMENTS

STAGE REQUIREMENTS:

Staging (raised platform) in center of front wall of room with an optional American Flag (and other flags you would like to display) on stage right. If stage is over two feet high, please have steps off the platform either off the front (ideal) or on the side.

1. Please place a HIGH BACK CHAIR/BAR STOOL with back center stage (slightly offset) before Waldo speaks. If lectern is used, please offset to one side of the stage.
2. Keep the front segment of seating as close to the stage as possible, and please **fill up the front seats/tables first**. Approximately six feet away is ideal.
3. **Bonus** 😊 please have a bottle of water at podium (and a banana – if at all possible).

LIGHTING REQUIREMENTS:

1. **A bright stage wash will keep the audience focus on the front of the room.** Waldo will utilize the entire stage and will even walk into the audience.
2. For groups >500, a SPOTLIGHT or LIGHTING TREE is highly suggested. Please aim for a general wash of the front of the stage. People are more alert in brightness. Dim the lighting on/over the screens but keep the house lights up full.

AUDIO/VISUAL REQUIREMENTS:

Video system/cables for **MACBOOK AIR/PRO** 16x9 power point presentation. **ALL VIDEOS ARE EMBEDDED IN PP.** * Please have backup Mini DisplayPort/USB-C to VGA/DVI/HDMI adapter to connect his MacBook.

1. Largest projection screens possible. (**For >400 people, IMAG (Image Magnification) recommended.**)
2. If recording or using IMAG, please ensure an “ISO” recording of the stage.
3. Wireless lapel or headset mic. **(Please do not lock Waldo’s transmitter. He should control on/off.)**
4. Waldo needs a remote to run his slides and must be within 75 feet of the laptop for the remote to function. If unable to place laptop on podium or within 75” of laptop, please provide alternate remote-control system. **(Perfect Cue ideal)**
5. A high-powered sound system. Program will have video/audio clips. Please provide necessary interface items/adapters (RCA, 1/4" or 1/8" stereo mini jack).
6. **Optional** – please provide a back-up MacBook (**highly preferred**) or a laptop computer with Windows 10 or later and Power Point 2018 (or later) loaded.
7. **Optional** – Confidence monitor (for PowerPoint) at front of stage.

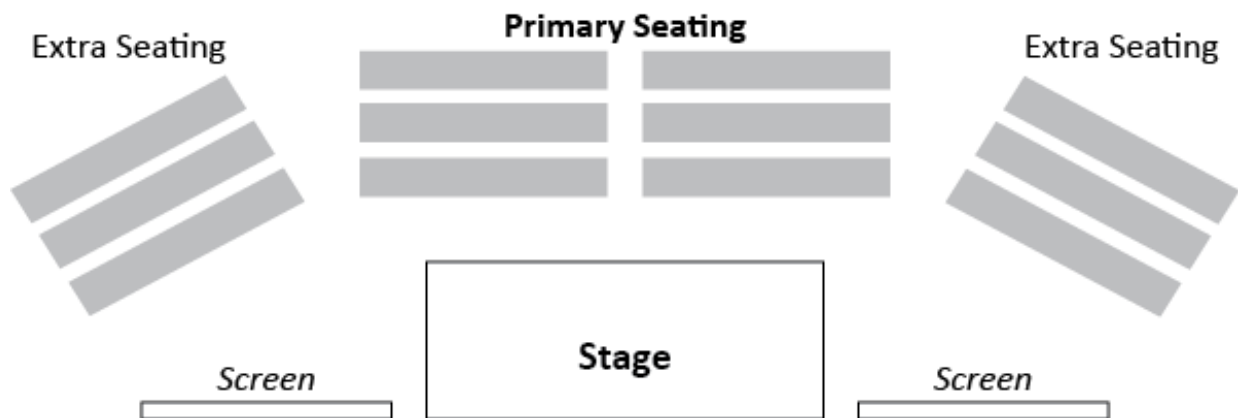


AV and Lighting Pre-Mission Checklist for the Wingman Keynote

1. **All videos and PowerPoint are on my MacBook Air/PRO.**
 - a. I have full control of all video & PowerPoint with my remote clicker.
2. If using my 5-min video “countdown,” please dim the lights while it plays.
3. ** As soon as verbal introduction from the introducer starts, put my PP slides onto screen(s).
4. **Speaker Video Introduction** (which comes after verbal intro) – Lights off.
 - a. Keep the volume high & make sure there is a good amount of bass.
5. ** When video intro shows “*Please Welcome the Wingman*” on screen, turn up full house/stage lights. A jet noise will play as Waldo comes to center stage.
6. For all videos (3-4 total) – turn off lights and cue lights **full up** after the video. Keep volume high if able.
7. I have embedded sounds throughout the slides, so please do not turn off laptop the sound until after my presentation is over **and I leave stage**.
8. ** **FOR IMAG** – If able, please keep at least one screen with my PowerPoint, and the other with me on it. For PowerPoint videos, change to both screens with PowerPoint. If I walk into the audience, good idea to go IMAG on at least one (or both if able). Please keep in mind I may refer to my slides and may need you to switch it back to my PowerPoint.

IDEAL WINGMAN KEYNOTE ROOM SET-UP:

The proper chair and light set up can make a huge difference in the quality of an event. Below are recommendations.



** **CRESCENT ROUND TABLES ALSO WORK GREAT**



1. Ideally, the chairs should be set up, so they are NOT right behind each other with people looking directly at the head in front of them. Have them set up to maximize the viewing angle with the chairs in the second row placed in the “space” between the chairs in front of them. Also, give ~4” of separation between chairs.

Chairs should be like this:



2. The rows of chairs should be slightly curved. Set them up as if the belly button of each person is pointed directly at the center of the stage – the rows on the sides will be at ~45-degree angles. There will be an aisle on each side of the center section. Having an aisle in the center is also fine.
3. **Be tight on the number of chairs.** If you expect 200 – set up 200. **Hotels typically go over 20% and the front rows are often empty.** This is bad for everyone. It’s easy to add a few more chairs, but hard to remove them (or get people to move).
4. Ideally, rear projection is the best for the screens. Please place the screen(s) in one or both corners, or if in the center, please try and have it raised if possible.
5. Waldo prefers multiple aisles because he walks into the audience and speak at various times. Steps off the front and/or the side of the stage are recommended.
6. We recommend you use upbeat, energetic music when people enter the room, at the start and during breaks etc. This music can help the energy immensely. Waldo will arrive early and assist with any set up or adjustments that might be needed.



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