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Technical Requirements (AV & Staging)

Sound Checklist

- Lapel Microphone. Please ensure it is supplied with Fresh (Brand New) batteries immediately before Brett's presentation.
- If a sound technician is on site for the event, please ensure he/she is available in the room at the most recent break preceding Brett's presentation to set the levels for his Lapel Microphone

Lighting

Please ensure there is excellent lighting for the stage area.

Presentation Visuals

Brett uses Powerpoint for his presentations (please note, Brett's Powerpoint presentation will not be supplied prior to the event). There are 2 options:

1. Brett can supply his own laptop. If this is the case please ensure that a VGA Cord is available at the lecturn or on a table immediately next to it. Brett uses a HP Pavillion dv1000 Computer
 2. If a laptop is being supplied, please advise and Brett will bring along the presentation on a USB stick.
- Please ensure the screen, whether it be front or rear projection, is suitable for the room and audience size, and that the Projector is already positioned and working before Brett arrives to set up
 - Please supply a large flip chart or very large whiteboard, with thick chisel point markers. 4 Colours please, including at least Red, Black & Blue. Please ensure there are ample sheets of Flip Chart paper (at least 20)

Stage Layout (From the Audience Perspective)

- Please do not place things at the front of the stage like flowers, plants and tables except at the extremes
- Lecturn is preferred at the front right of stage (from the speaker's view)
- Flip Chart is preferred at the back left of stage
- Projector
 - In the back middle of the stage
 - For very large audiences raised (well above Brett's head) back middle, or two raised screens at both the left and right extreme of the stage