Technical Requirements – Keynote

Questions? Contact Larry Weaver (919) 816-2884 or [larry@larryweaver.com](mailto:larry@larryweaver.com)

The Purchaser agrees to furnish and fulfill, at its sole cost and expense, the following requirements for the Performance:

* **Sound:** A complete, working sound system which shall include:
  + 1 (one) **wireless over-the-ear** microphone, or
  + 1 (one) **hand-held** microphone located at center stage on straight stand. If wired, please provide plenty of cord to allow free movement around the stage area.
  + Someone available who knows how to set up and operate the sound system.
  + **The quality of the performance depends upon a quality sound system.** Recessed ceiling speakers may not be adequate for this type of performance. A professional sound system is strongly recommended.
* **Video:** Laptop, video projector, and projection screen appropriate to venue size. Speaker will provide PowerPoint presentation on USB drive.
* **Stage:** A clean, flat area to perform, approximately 8 ft by 8 ft. A raised platform is *recommended* for ease of audience viewing if the audience exceeds 100 people, but a raised platform is *not* required.
* **Lighting:** If possible, use stage lighting to illuminate the speaker. This will help the audience see the Speaker’s facial expressions.
* **Introduction:** Have someone from your organization introduce the Speaker.