

# Dr. Tony Alessandra's Room and A-V Set-Up

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room set-up and A/V requests enhance Dr. Alessandra's program **for the ultimate benefit and enjoyment of the audience**. Please discuss any changes in the Room and A-V Set-Up below with us beforehand. **We are flexible**. We do not want to cause you additional work, but sometimes **just a little extra effort can mean a great deal to the outcome**. An ineffective room set-up can sabotage the best speech.

## 1. Audio Visual Materials:

### a. Wireless (TIE CLIP) microphone

**B. Dr. Alessandra can either 1) bring his laptop PC** (Sony VAIO TR1A), **or 2) bring his slides on a thumbnail USB drive**. You provide the **screen** and **computer projection system**.

- For front screen projection, place the screen front corner of room.
- For rear screen projection, screen placement is at your discretion.

**c. Mini-jack cable** into the room sound system so that audio and video clips can play off Tony's Sony PC.

## 2. Staging:

- If a **podium** is being used for introductions, **set it back a few feet** from the front of the stage, if possible, so that Dr. Alessandra can walk in front of it.

## 3. Lighting:

- Dim the screen area (**unscrew ceiling bulbs above the screen**), but **leave full house lights on during the program**. Dr. Alessandra needs to see audience faces and they need to see his facial expressions.
- Dr. Alessandra moves around during his speech. **If the room has spotlights**, aim them toward the very front center of the stage.

## 4. Recording:

Recording is not permitted without advanced written authorization from the speaker. **If you plan to video or audio record any portion of Tony's program, please contact our office to request a Recording Agreement**. Depending on the intended usage, an additional licensing fee may apply.