



**HOW TO FASCINATE**  
DISCOVER YOURSELF THROUGH  
THE SCIENCE OF FASCINATION

## **AV SET-UP SHEET**

We appreciate your help in planning ahead to make Sally's presentation a flawless success. Please make sure your Audio-Visual team plans ahead for the following:

**1. LAPTOP AT FRONT OF STAGE, TO SALLY'S RIGHT**

Sally presents off her own Apple laptop, a 13" Macbook Air, which must be on stage with her. She will have with her an AV kit with clickers and a full complement of dongles and adapters. The laptop sits on a tall surface (podium or bar-height table). We understand how important it may be for AV teams to minimize risk by running the presentation from back of house. Sally's presentation is dynamic and changes while she is on stage, so she must control it. We appreciate your understanding, and will provide you the presentation on a thumb drive for backup purposes.

**2. CLEAR CENTER STAGE**

Please make sure the stage is clear in the center so she can walk back and forth across the stage.

**3. INTRO VIDEO**

Sally's intro video is played right BEFORE her written introduction is read. Her video intro can be downloaded here: [Sally Hogshead Intro Video](#)

**4. CONFIDENCE MONITOR**

**5. WIRELESS LAV**

Sally is not able to use an over-the-ear microphone.

**6. CORDLESS MICROPHONES**

As part of Sally's presentation she will travel into the audience to interview participants and will require one or two cordless microphones as well one or one or two stage managers to run the microphones to the participants depending on the size of the audience. **Please prepare for any lighting and filming changes while she is off stage.**

**7. AUDIO HOOKUP**

Sally's presentation uses embedded files.

**8. QUIET ROOM FOR 1 HOUR AHEAD**

Please don't schedule any meetings or transition for 1 hour before Sally's presentation. No need for a meal, just provide an uninterrupted area to allow her to focus on creating a success for your audience.

Thank you, we appreciate your help!