

AV Requirements for David Glickman

We've listed all of the items David will need to give you the best possible program! If there's a challenge in getting any of them—or if you have any questions—please let us know! Often times we can find creative ways to use other equipment to achieve the same results!

Also, we are happy to speak directly to your AV contact and help you arrange the equipment.

David likes to begin his set-up and sound check, if possible, at least one hour before your first guests start to enter the room. (For example, if David is doing an 8 am keynote, but the same room is also being used for breakfast starting at 7 am, he would want to begin his set-up at 6 am.) If timing is a challenge, we can work together to find creative solutions for the set-up.

Here is the list of equipment:

1. A hand-held microphone and a microphone stand.

The microphone can be corded or wireless. If it is available, David prefers a microphone with an on-off switch on the side (not the bottom).

The microphone stand must be a full-length stand that sits on the floor. A small stand that sits on top of a lectern will not work—David doesn't work behind the lectern, but presents his program from center-stage.

The microphone stand should not have a boom attachment on it. If it does, it should be one that is easily removable.

If available, David prefers the microphone stand base to be a metal round or triangle base, versus the kind of mic stand with tripod legs.

2. An input into the PA system for David's musical keyboard.

Most sound systems have the capability to easily handle this. It's as though we're plugging a second microphone into the sound system—but instead of a second microphone, it's a musical instrument.

The input for the keyboard ideally should be no further than 20' from the center of the stage. David travels with many different size adapters, so that he can plug the cable for his keyboard into virtually any type of input. The most common input size is a ¼" jack. The second most common input size is an XLR jack.

Sometimes the AV team will set up a small mixer near the stage to accommodate the inputs for the microphone and the keyboard. Other times, there might just be an existing jack in the wall to accommodate the input. The AV team may also set up what's known as a 'direct box' (DI) on stage for the keyboard input.

David does not need electricity for the keyboard—it is battery operated—so there is no need for an electrical outlet on the stage.

3. An LCD projector and screen and laptop computer.

This is for the part of the program where David projects funny images of books in your industry onto a screen.

If you are already using IMAG projection screens for the program, then David will just use this equipment. If you are not using IMAG, then the screen(s) should ideally be off to the side(s) of the stage. Some groups find it easier to put the screen(s) in a corner. The screen(s) do not have to be very large—the book covers are very easy to see when they're projected. And the lights do not need to be lowered during this part of the program—again, because of the images on the slides, they're easy to see in almost any lighting.

David will bring a thumb drive with PowerPoint slides of the book covers. (We do not need an audio feed for these slides.) He prefers to use your laptop, but he can use his own if yours is not available. He also requests a remote control to advance the slides. If one isn't available, he travels with a backup one.

In addition to David's AV needs, here is what's needed for the set-up for the room:

1. A stage or riser.

The stage does not have to be large, but the program will be much more successful if David is elevated. Ideally, the stage should be at least 12' across and 6' deep. (And if it's larger, that's even better.) However, if space is an issue, David has worked on stages as small as 4' x 6'!

If you will be using a lectern for other speakers in the program, please put the lectern towards either side of the stage, but not in the center. (However, if it's important that the lectern be center stage for your other speakers, then it just needs to be moved to the side before David begins his program.)

2. Adequate lighting on the stage.

It's important that audience be able to see David during the program. If the venue is relatively small, sometimes this can be accomplished simply by turning the house lights up all the way. If the venue is a little larger, sometimes there are track lights or spot lights in the ceiling that can be pointed towards the stage area.

If your event is being held in a hotel ballroom, often times there is a lot of lighting over the audience, but none along the walls....which is where the stage is set. And while David can still be seen—he can't be seen very well. The hotel AV contact can usually solve that challenge by bringing in one or two lights to shine directly on the stage, to create what's known as a 'stage wash'.

If your event is a large convention, then your AV team has most likely arranged a sufficient lighting package.

The greatest challenge with lighting usually occurs if you are doing a dinner event in a hotel ballroom, where you want the lights in the room turned very low to create a nice atmosphere. Typically with an after-dinner program, it becomes necessary to bring in some additional lighting to shine on the stage, because you most likely don't want the houselights turned up in the room when it's time for David's program.

Here's the rule of thumb for stage lighting—the brighter, the better! The more well-lit the stage is, the better the audience will enjoy the program.

3. A six-foot table on stage for props.

Ideally, the table should be draped in black—but any color linen will work.

If there is no 6' table available, David can make two smaller tables work, or use an 8' table.

4. Please seat your audience as close to the stage as possible.

The closer the audience is to the stage, the better. Try to avoid putting the first row of seats or tables far from the stage. If the closest audience member is 15 or 20 feet from the stage, it creates a barrier for 'connecting' with the crowd.

If you are using round tables for seating, please try to arrange your seating as crescent rounds. (This means the seating is around half of the table, so that everyone is facing front, with no one's back to the stage.) This is especially helpful if there is meal service for your event.

If you are doing an after-dinner event—and there is dancing following David's program—please try to put the dance floor off to the side of the room or in the back of the room. Placing a dance floor between the stage and the audience creates a large barrier that can dilute the impact of the program.