

For Meeting Planners

Room Set Up & AV Requirements

Steve Cadigan suggests the following to help you make your event the best ever for your attendees.

STAGE NOTES & REQUIREMENTS:

- The ideal stage/riser height for audiences of up to 200 people is 6-12"; for audiences of more than 200 people, 12"-24" in height is appropriate.
- If the stage is over two feet high, please have steps off the platform either off the front (ideal) or on the side.
- The distance from the first row of seats/tables to the stage should be as small as possible - six feet away is ideal. Please fill up the front seats/tables first.
- Please leave room for Steve to move around on the stage, allowing him to connect with different areas of the audience. (i.e. If there's a table and chairs from a previous panel, remove it.)
- If you're using a lectern for introductions of the entire event or for other presenters, please set it a few feet back from the front of the stage to allow for Steve to move in front of the lectern during his presentation.
- Please have a bottle of water on stage for Steve.
- Steve prefers to have a confidence monitor center stage ideally so he can continue to face his audience rather than look back at the screen to see what is showing.

LIGHTING REQUIREMENTS:

- For groups less than 500, a spotlight or lighting tree is suggested. Please aim for a general wash of the front of the stage. People are more alert in brightness. Dim the lighting on/over the screens but keep the house lights up full. Steve likes to connect with his audience and seeing them allows him to leverage their energy.
- If the room has spotlights, aim them toward the very front of the stage – not just the lectern.

AUDIO/VISUAL REQUIREMENTS:

- A/V projector with a minimum of 1500 lumens and screen.
- Largest Projection Screen possible. (*For audiences greater than 400 people, IMAG (Image Magnification) is highly recommended.*)
- If recording or using IMAG, please ensure an “ISO” recording of the stage.
- Wireless lavalier (clip included on the battery pack) microphone or headset microphone.
- Steve needs a remote to run his slides and must be within 75 feet of the laptop for the remote to function. If unable to place the laptop on podium or within 75” of the laptop, please provide an alternate remote-control system (Perfect Cue ideal.)
- A high-powered sound system. Please provide necessary interface items/adapters (RCA, 1/4" or 1/8" stereo mini-jack).
- *Optional - please provide a back-up MacBook (preferred) or a laptop computer with Windows 10 or later and PowerPoint 2016 (or later) loaded.

KEYNOTE ROOM SET-UP NOTES

The proper chair set up can make a huge difference in the quality of an event. Here are some recommendations.

- Ideally, the chairs should be set up so they are NOT right behind each other with people looking directly at the head in front of them. Have them set up to maximize the viewing angle with the chairs in the second row placed in the “space” between the chairs in front of them. Also, give ~4” of separation between chairs.
- Set up a limited number of chairs. If you expect 300 – set up 300. If too many extra seats are added, these may end up empty, and this is bad for everyone. It’s easy to add a few more chairs, but hard to remove them (or get people to move.)

CONTACT INFORMATION

Please contact Steve and his team if you have any questions about his stage, room and A/V requirements.

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