



MEETING PLANNER RESOURCE

AV & EVENT REQUIREMENTS

A practical production guide designed to help your team create the strongest possible keynote experience.

THANK YOU FOR HELPING SET THE ROOM FOR SUCCESS. Adam's presentations are highly interactive and designed to create direct connection with the audience. These guidelines support clear communication, audience engagement, and a smooth event-day experience. If your venue has limitations, please contact Adam's team so we can collaborate on the best available setup.

01 AUDIO

MICROPHONE & SOUND

- **Preferred:** wireless headset or lavalier microphone so Adam can move freely and engage the audience.
- Professional house sound appropriate for the room and audience size.
- A handheld wireless microphone when audience participation or Q&A is planned.
- Microphone and sound check before doors open whenever possible.

03 STAGE & ROOM

MOVEMENT & AUDIENCE CONNECTION

- A clear, unobstructed presentation area is strongly preferred.
- Keep the front of the stage free of unnecessary furniture, plants, tables, or barriers.
- If a lectern is required elsewhere in the program, position it to the side during Adam's keynote when possible.
- Audience seating should feel connected to the stage; avoid excessive distance from the first row.

02 PRESENTATION

SLIDES, SCREEN & CONFIDENCE MONITOR

- Adam may use presentation slides depending on the keynote and event format.
- Professional projection or LED display sized appropriately for the room.
- A confidence monitor visible from the stage is preferred when available.
- The event team should be able to accept Adam's final presentation file in advance or on-site.
- Please test the presentation computer and display connections before the keynote.

04 EVENT-DAY ACCESS

SOUNDCHECK & PREPARATION

- Access to the presentation room before the audience enters for a brief technical check.
- Adam or his team may confirm microphone levels, presentation playback, stage movement, and room layout.
- A designated event or production contact should be available for final coordination.
- Please provide the confirmed keynote start time, run-of-show, and relevant program changes before the event.

05 LOGISTICS & HOSPITALITY

A FEW DETAILS THAT HELP THE DAY RUN SMOOTHLY

- **Arrival:** Share venue access instructions, parking/loading information, and the primary on-site contact in advance.
- **Water:** Please provide bottled or room-temperature water near the stage or preparation area.
- **Schedule changes:** If the keynote time or event flow changes, please notify Adam's team as early as possible.
- **Green room:** When available, a private or quiet preparation space near the presentation area is appreciated.
- **Recording:** Coordinate professional recording, livestream, or distribution plans with Adam's team in advance.

PRODUCTION QUESTIONS? We understand that venues and event formats vary. If any item above is not available, contact us and we will work with your team on the best solution.

Adam White Speaks | adam@adamwhitespeaks.com | adamwhitespeaks.com