

Audio Visual Guidelines

Peter Baines Audio-Visual Checklist < 200pax Audience

The following specifications are given as a guideline to help you plan your event, they will vary depending on the size of your audience and venue. They are what Peter believes are important to get the most from one of his sessions:

- Wireless lapel microphone
- Data Projector for Computer Output: Front or Rear Projection and screen suitable for audience and venue.
- Peter uses an Apple Powerbook laptop which he runs from the lectern. Please ensure VGA to lectern.
- Lectern for the computer. VGA to be placed on the right hand side of the stage, if you were to face the screen.
- Peter runs sound from laptop as part of the presentation. If there is not an audio technician in the room please organise PC audio with a 3.5mm jack and stereo output placed at the front of the room so Peter can operate levels himself.
- Lighting – Please position as much light on the stage and in the room as possible. Whilst we realise this can effect data projection, we have designed our images so that they work in average lighting environments. Obviously this has a lot to do with the quality of the data projector provided. If narrow spots are to be provided rather than a stage wash, please ensure that 3 locations on the stage are spotted – stage left, front centre and stage right.

Peter Baines Audio-Visual Checklist > 200pax Audience

- Cordless hand-held microphone
- Data Projector for Computer Output: Front or Rear Projection and screen suitable for audience and venue.
- Peter uses an Apple Powerbook laptop which he runs from the lectern. Please ensure VGA to lectern.

- Lectern for the computer. VGA to be placed on the right hand side of the stage, if you were to face the screen.
- Peter runs sound from laptop as part of the presentation. If there is not an audio technician in the room please organise PC audio with a 3.5mm jack and stereo output placed at the front of the room so Peter can operate levels himself.
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