

## AV & ROOM SETUP – JOEY PINZ KEYNOTE

This document outlines standard audio-visual and room setup requirements to ensure a smooth, engaging, and professional keynote experience.



### AUDIO

- **Preferred microphone:** Lavalier (clip-on) or headset
  - **Handheld microphone:** Acceptable if lavalier/headset is unavailable
  - **Audio check:** 30 minutes prior to session start
  - **Backup microphone:** Recommended
- 

### VISUAL / PROJECTION

- **Projector or LED screen** visible from all seating areas
  - **Confidence monitor:** Optional but preferred (front-of-stage or downstage)
  - **Slide format:** 16:9 (HD)
  - **Remote clicker:** Required
- 

### LIGHTING

- **Stage lighting:** Even, front-facing illumination
  - **Avoid:** Strong backlighting or spotlight-only setups
- 

### STAGE & ROOM

- **Stage:** Optional (helpful for larger audiences)
- **Podium:** Not required
- **Small table or stand:** Optional for water
- **Seating styles supported:**
  - Theater

- Classroom
  - Banquet
- 

## **ROOM ENVIRONMENT**

- **Temperature:** Comfortable, cool preferred
  - **Audience visibility:** Clear sightlines to stage and screen
  - **House music:** Optional pre-session
- 

## **SESSION FLOW**

- **Speaker arrival:** 45–60 minutes prior to session
  - **Sound check:** Required
  - **Q&A:** Optional and encouraged (time permitting)
  - **Audience interaction:** Integrated into the presentation
- 

## **GENERAL NOTES**

- Joey Pinz presents without a podium and prefers an open stage.
  - Sessions are designed to be engaging, practical, and audience-centered.
  - Setup flexibility is appreciated; this document reflects best practices, not rigid requirements.
- 

***Thank you for helping create a high-impact experience for your audience.***