

Audio Visual Requirements & Successful Meeting Tips

Mr. Scarpo takes his commitment to your group quite seriously. He understands that you have invested a great deal of time and money into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment. Often times the slightest changes in ambiance and staging will greatly affect the outcome of a speaker's presentation. The following suggestions are a result of 20+ years of his experience at the best and worst of events. Mr. Scarpo's only concern is to do the best program that he can possibly do for you. For questions or concerns, please email Mr. Scarpo at brent@brentscarpo.com

AV Requirements

Mr. Scarpo prefers to use a **Lavaliere or over the ears Countryman Microphone**. Wireless is preferable, because he moves around a lot. Please make sure that the AV department has a back-up microphone available at all times. Our suggestion would be to have someone from your group assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.

Mr. Scarpo uses will run his presentation on **Keynote** from his **Apple MacBook Air**. Mr. Scarpo will bring his own Apple DVI video adaptor. He will require an LCD Projector and the cable to connect it into his Apple laptop. The images will be shown at a resolution of 1024x768. As long as the projector used can handle this, it will work fine. **Key point:** the projector should be able to show 1800-5000 lumens or more. Please also provide a 6' draped table for him to place his laptop and organize his materials on. Mr. Scarpo needs to have his computer on stage with him on one side of the stage. He will provide his own wireless remote for changing slides.

If you absolutely have to have Mr. Scarpo's presentation be controlled from back-stage, providing him a clicker, PLEASE make sure that there is a monitor for Mr. Scarpo to see what is being projected on the screens if they are not within his line of site.

On stage, where he is placing his materials, please have a bottle of spring water and a glass for Mr. Scarpo.