



TECHNICAL RIDER FOR EVENT TEAM & AV CREW



Hello! I'm Allister :) My aim is to make your event as successful as possible. I will work closely with you in the run-up to and during your event. This document outlines my preferred stage, audio, and vision arrangements for live keynote performances. We can agree any venue-specific variations on this before your event. This checklist will help with our pre-event preparation.

REQUIRED

- ☐ Please provide a wireless lapel microphone (not handheld) so I can use my hands and move freely around the room
- ☐ Where staging allows, please provide a well-lit lectern for notes/props and my laptop
- ☐ Please provide still water on stage at room temperature (not chilled)
- ☐ Where possible, please avoid the used of wireless presentation systems like Barco Clickshare as these tend to introduce picture latency and degrade image quality
- ☐ I will bring my own wireless presentation remote to control the slides
- ☐ I will provide a Guest Speaker Introduction Script to welcome me to the stage. Please brief the event host to use this; there is no need for them to write their own introduction!

OPTIONAL

- ☐ A front-of-stage courtesy monitor for my PowerPoint notes and a big timer are always helpful
- ☐ I like to do a sound check and quick run through of my slides from the stage before the audience is seated, preferably no less than one hour before showtime. Please confirm our tech rehearsal time in advance
- ☐ I am happy to present from my own laptop (PC) using PowerPoint slides in 16:9 format. Please provide a 240v AC power socket and an HDMI video out cable at the lectern. Where your own off-stage show-computer is used, I will supply my file to the AV team up to one week before the event. Please agree this file delivery date with me in advance.

NOTES

- ☐ You may not print or distribute my slides without separate written agreement and any files I share should be deleted from all file stores promptly after the event has ended
- ☐ You agree that no audio or video recordings may be taken of the performance, or used, without the prior written consent of Wild Orange Media Ltd. I reserve the right to audio or video record the performance for my own professional and promotional purposes, unless you specifically request otherwise in writing to Wild Orange Media Ltd.

I'm looking forward to working with you to make your event a **big** success. Feel free to contact me with questions/requests by email to allister@allisterspeaks.com or by phone to +44 7974 565 382.