



U.S. MARINE CORPS | PURPLE HEART VETERAN

**MICHAEL W.  
ALLISON**

# AUDIO-VISUAL REQUIREMENTS

## FOR MICHAEL W. ALLISON

### Presentation & Equipment

- ✓ Michael uses **Canva PowerPoint, Microsoft PowerPoint or Apple Keynote presentations** (16:9 widescreen format). The preferred version will be confirmed in advance.
- ✓ Presentations include **embedded video and high-quality audio**, so full sound capability is required.
- ✓ Michael travels with a **backup laptop** (Microsoft Surface or MacBook Pro) and a **USB thumb drive** containing the full presentation.
- ✓ Please ensure the following connections are available:
  - HDMI (preferred) or VGA adapter
  - 3.5mm audio input
  - Backup connection to house system if needed
- ✓ A **dedicated AV technician** should be present during sound check and keynote delivery to manage transitions, video playback, and audio sync.

### Microphone Preferences

- ✓ **Preferred: Wireless Lavalier Lapel Mic** or **Madonna-style headset mic** (hands-free).
- ✓ **Backup:** Wireless handheld mic (kept side stage).
- ✓ For **Q&A sessions**, please provide **two wireless handheld microphones** for audience use.

### Audio-Visual Check

- ✓ AV sound and lighting check required at **least 1 day prior or minimum 1 hour before the session.**
- ✓ Duration: 10–20 minutes.
- ✓ Includes: Mic check, video playback verification, confidence monitor sync, and lighting positioning.
- ✓ Michael's team will coordinate directly with your AV director to confirm details and test backup systems.



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## Stage & Room Setup

- ✓ Michael prefers to **move freely** throughout the stage to maximize audience connection and engagement.
- ✓ Please **remove lectern/podium** before his presentation; it restricts visibility and interaction.
- ✓ **Room Style:** Rounds preferred (for energy and visibility), but theater or classroom are also acceptable.
- ✓ **Screen Placement:**
  - › Place screen(s) **to one side or elevated above** the stage—not center stage—so Michael remains the visual focal point.
  - › Dual screens are encouraged for larger audiences.
- ✓ **Confidence Monitor:** Strongly preferred, placed at floor level center-stage.
- ✓ **Countdown Clock:** Required, visible on or near the confidence monitor, with 10-, 5-, and 2-minute alerts.
- ✓ **Lighting:**
  - › Warm, even wash across full stage area (no harsh spotlights).
  - › House lights at 70–80% for audience visibility and engagement.
- ✓ **Stage Table:** Optional small table for water and notes (right or left stage).
- ✓ **Walk-On/Walk-Off Music:** Optional (coordinated with event producer if desired).

### Additional Technical Notes

- ✓ A **projector and large-format screen** are required (or LED wall if available).
- ✓ **Custom Fonts:** Please ensure Open Sauce and Auttera are downloaded in advance (used in branded slides).
- ✓ **Wi-Fi Access:** Preferred for any embedded media or live polling interaction.
- ✓ **Backup Plan:** Please have an on-site contact or AV manager available in case of equipment failure or emergency playback needs.
- ✓ **Recording/Streaming:** Recording or live-streaming of Michael's session requires prior written approval for quality control and intellectual property purposes.

### Accessibility & Hybrid Options (if applicable)

- ✓ For hybrid or virtual events, Michael's team can provide high-resolution video and audio feeds directly from his laptop or external camera via HDMI or USB.
- ✓ Captioning, translation, or sign-language support can be coordinated upon request.
- ✓ If virtual or simulcast, please confirm platform access (Zoom, Webex, Teams, or proprietary software) no later than 72 hours prior to the event.

**This setup ensures a seamless, high-impact experience that matches Michael's cinematic presentation style and audience engagement standards.**

Every detail—from lighting and screen placement to mic quality—is designed to deliver a keynote that is immersive, precise, and transformational.