

Checklist For “Tech” Needs

Once you have booked your event please e-mail Doug ASAP Doug.Pollock@AthletesinAction.org to let him know the aspect ratio on the screen(s) he will be presenting on. Are they 4:3 (rectangular) or 16:9 (widescreen)? He cannot prepare His Keynote without this information. He'll also need the name, phone number, and e-mail address of your tech person.

Important Info: Doug will bring his own Macbook Pro to present from. He will also bring his own tech bag with everything needed to connect to your audio and video system. He prefers to have his laptop on stage to present from. If this is not possible he will use a wireless mouse to advance his slides. **Please note:** Doug is a high-end Keynote user (multiple builds and transitions with imbedded video and audio). Sending slides ahead of time to run through your system will not work for a variety of reasons. Doug will be glad to discuss these with you if necessary. To help Doug achieve his goal of a seamless presentation, here is the best-case scenario. While Doug is being introduced use a switch box (push of a button) to switch from your audio and video feed to his. If you do not have a switch box (they are very cheap and practical) you will need to do this manually.

On the day of the event: Doug will arrive early (please confirm the time one week out) to insure everything “tech” is up and running smoothly. This helps to eliminate stress for everybody. Please be prepared to do a mic check (check the battery on the mic), a sound check on the audio from his slides, and a switch back and forth check on the audio and video feeds. Doug will need a stool on stage and a small end table with a surface area just large enough for his laptop. If possible find a drop cloth to cover it for aesthetic purposes.

During the event: Please monitor the sound. If for any reason Doug's mouse is not working you will have to advance his slides manually if his laptop is not on stage beside him.

After the event: Please help Doug out by placing all of his equipment in one place for him to put back into his bag.

Please note: You have Doug's permission to post, stream, or broadcast the event to people within your faith community as long as there is no charge for it. Please send Doug the link for this as he may want to post it on his website.
