

BRIAN WILLIAMS AV REQUIREMENTS

Please have ALL of the items below in place 60-minutes *before* BRIAN speaks 👍

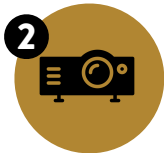


MICROPHONE

One handheld wireless microphone and a microphone stand.

—OR—

One handheld microphone with 30 feet of cord and a microphone stand.



PROJECTOR

Please provide a screen and projector appropriate to size of the audience, with VGA and audio cables to run from computer, located at the foot of the stage, to venue's projector and sound board.



SEATING ARRANGEMENT

Please sit audience directly in front of Brian theater style. No seating behind or to the side of the speaker.

If using a gymnasium, audience must sit on one side with the remainder on the gym floor or in chairs, also the sponsor agree to use stand up speakers instead of the speakers in the gym ceiling.



TWO BOTTLES OF WATER

Please provide Brian with 2 bottles of water.



STAGE

If using an auditorium, have an extremely well lit, open, and empty stage. Brian does not need a podium. If using a flat room such as in a hotel space, provide a riser so that the speaker may be seen. No stage needed in gym.



MERCHANDISE & BOOK SIGNING TABLE

Please provide a table and chair near the area that Brian will be speaking, so he may sell and sign books and t-shirts.