



Audiovisual Production Guide

In order for us to successfully support your event, we ask that you provide us the following items ahead of your event:

- **Hold Slide** – This slide will be loaded into our switcher and will be used when we are manipulating the computer between presentations or during breaks. This is a good time to showcase sponsors that support your event
- **Rotating Sponsor Loop** – This would be used during breaks to communicate pertinent information. You can also incorporate trivia, photos or other information that may keep your audience engaged.
- **Agenda** – This helps us autonomously run your program so that you can focus on other details
- **Logo** – This allows us to utilize your preferred branding during times that we may need to manipulate or create new materials for your event.

Dropbox – We will host a dropbox link on our website so that you can have your attendees send us content directly without you having to manage this. All members from our technician team will have access to this folder to be able to load presentations for your event. Please provide us a list of presentations that we can expect so that we can accurately monitor missing content.

**If you would like a copy of presentations following the event, we are happy to provide all files in this folder to you.

Run of Show – If you would like, one of our project managers will schedule a call with you 7 – 14 days prior to your event to run through your program with you. Based off of this call we will put together a run of show that will provide our technician team all of the details that they need to provide you a successful event. Key details for a run of show include:

- Speaker name as well as anybody doing any introductions
- Speaker microphone preference
- Presentation details
- What is on the screen?
- Do they have any videos?
- Transitions between speakers (is there a break?)
 - Would you like walk up music as your speakers take the stage?
- Is there a question and answer period?