FOR EVENT PLANNERS

AV Requirements

Simple needs, arrives prepared, easy to work with

Audio

- Wireless headset or lavalier microphone (handheld wireless as backup)
- Audio from the presentation laptop to the house sound system (for short video clips)

Presentation

- Projector or LED wall with screen, 16:9 format, HDMI input at the stage
- Kimberly brings her laptop and USB-C to HDMI adapter; a house laptop is fine if slides are sent in advance
- Wireless presentation clicker (Kimberly brings her own as backup)
- Confidence monitor facing the stage (preferred, not required)

Stage & room

- Stage lighting on the presenter; house lights at about 50% so the audience can take notes
- Small table or stool on stage with room-temperature water
- Reliable Wi-Fi access for live AI demonstrations (AI sessions only)

Timing

- Tech check and sound check 30–60 minutes before the session, or during the prior break
- Kimberly's slides delivered to your AV team at least 3 business days before the event

Virtual events

- Zoom, Microsoft Teams or the platform of your choice
- Tech rehearsal 24–48 hours before the event; Kimberly presents from a professional home studio

Questions about AV? Contact kimberly@kimberlyanderson.co. Kimberly is happy to adapt to your venue.