

David Roche's technical requirements for keynotes

The main idea

The audience should be able to see and hear me clearly and easily. The higher the quality of sound and lighting, the more that people will benefit from my presentation. I understand that sometimes it is necessary to work with budgetary and technical limitations. If you have any questions, please call me at **800-820-8971** or email me at **David@davidroche.com**.

Audio

Please provide a professional sound system appropriate to the venue. I can work with a variety of styles of microphone but my preferences are, in this order:

- Wireless headset
- Wireless lavalier (clip-on)
- Wireless handheld
- Corded handheld
- Corded on stand

For programs that include audience participation, such as question-and-answer sessions, please have an appropriate microphone available for the audience to use.

I will be on site early to allow for a sound check.

Lighting

It's important that everyone in your audience to be able to see me clearly. Usually, a warm stage wash is sufficient. For larger groups, a stationary spot may be necessary. If a spotlight is used, please make it a stationary spot unless there is a qualified technician to run it.

Hotel conference/banquet rooms

These venues often have overhead recessed lighting, which will only

light the top of my head at best. In this situation, please be sure that house lights are up full.

Sight lines

Sight lines should allow everyone a clear view of me. This means that I work on a raised platform high enough to provide unobstructed sight lines unless the venue is amphitheatre style.

Riser height and placement

Please arrange to have the riser on the *long wall* of any rectangular-shaped room. This maximizes the good seats and minimizes the bad seats. The platform usually needs to be at least 18 inches high.

On a stage

When my presentation is on stage, please provide the following:

- Chair (dining room type of chair is sufficient)
- Small table
- Small bottle of water
- Appropriate vase of (real or artificial) flowers
- If a clock is not visible to me from the stage, place a small clock on the table

Podium

I prefer to not have a podium between the audience and myself. If people preceding me on the program use a podium and it is mobile, please arrange to have it moved to the side before introducing me.

When my presentation is near a podium, please provide the following:

- Small bottle of water
- A clock, if one is not visible from the podium

Proximity to audience

Seats and tables

The first row of seats or tables should be no more than eight feet from the riser or stage.

Dance floor

If there is a dance floor, do not put me on a stage on the far side of it. This separates me from the audience and will greatly reduce the impact of my presentation.

Wait staff

I prefer not to work with servers on the floor. If the program is after a meal, please instruct the manager to ask the entire wait staff to leave before the program starts. Nothing is more distracting to the audience than the noise and motions of servers at work.

Video magnification

For especially large groups (more than 450–500 people), you might want to arrange for video magnification.

Interpretation (ASL or other)

When interpretation is provided, I will make myself available to confer with the interpreter beforehand by phone, email or on site before the program. Please ensure that sight lines, lighting and audio are adequate, especially for ASL interpreters.

Video and audio recording

I will approve the video or audio recording of my presentation under certain conditions:

- The product is for in-house, non-commercial purposes only
- The final product clearly displays the following text:
"For more information about David Roche: www.davidroche.com"
- I receive a master DVD or CD of my presentation

Contact me

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