

THE POWER OF CHOICE – CHECK LIST

BEFORE JUSTIN'S & SYLVIE'S ARRIVAL

- Download VOG package and import video into your Media Management Software *https://sylviedigiusto.com/client-briefing*
- Download and install QLab (free license) for Sylvie's animations *https://qlab.app/download*
- Download and import Sylvie's Animations package into QLab *via WeTransfer*
- Set up clicker and ensure animations in QLab can be advanced manually by Sylvie
- Set up a countryman/headset for Sylvie (alternatively, lavalier)
- Access Sylvie's Prompt Script at *www.easyprompter.com* *User: hello@sylviedigiusto.com |PW: PowerOfChoice*
- Remove all items (plants, podiums, etc.) from the stage
- Lower the truss to allow for quick and proper installation of the 3D projection net
- Prepare industrial steamer(s) to eliminate wrinkles on the 3D projection net

INSTALLATION & SETUP WITH JUSTIN | 60-90 MINUTES:

- Securely install the 3D projection net and ensure correct positioning
- Steam the net to eliminate wrinkles using industrial steamer(s)
- Set up lights correctly to illuminate Sylvie
- Position projector and size animations based on first avatar
- Position confidence monitors, dim them, and load prompt script
- Mark stage with tape (center and edges)
- Check optimal view for audience members and coordinate blocking or removing impacted tables
- Check Sylvie's walk-on spot (side/center/back)
- Prepare videographer and photographer for dark environment

RUN-THROUGH & REVIEW WITH SYLVIE | 60-90 MINUTES:

- Coordinate with Sylvie's tech liaison for any last-minute adjustments or requirements
- Conduct a full run-through of the presentation with Sylvie, including all media and lighting cues

LIVE SHOW

-15:00 min.

- Adjust room lights (dark, atmospheric lighting)
- Play recommended preshow music (mystical, dramatic, or energetic) *VOG package*
- Open Doors

-10:00/-5:00/-3:00 min.

- Countdown/Get ready announcements (House mic)

-0:00 min.

- Stop atmospheric lighting and preshow music
- Play VOG Video (on Imagen, not 3D projection net) *VOG package*
- Sylvie will manually click for first animation and start show