

# AV TEAM CHECKLIST

3D Immersive Keynote · Technical run sheet for the AV team

Check with client which keynote will be performed: The Power of Choice or Forever Human.

## TECH CHECK

### BEFORE SYLVIE'S ARRIVAL

- ☐ Download/Import VOG package into your playback system. [sylviedigiusto.com/client-briefing](https://sylviedigiusto.com/client-briefing)
- ☐ Set up a Countryman/headset for Sylvie (alternatively, lavalier).
- ☐ Access Sylvie's prompt script at [easyprompter.com](https://easyprompter.com) User: [hello@sylviedigiusto.com](mailto:hello@sylviedigiusto.com) | PW: PowerOfChoice
- ☐ Remove all items (plants, podiums, etc.) from the stage.
- ☐ Confirm a matte black backdrop behind the net, covering all sightlines with no gaps.
- ☐ Lower the truss to allow for quick and proper installation of the projection net.
- ☐ Prepare travel or industrial steamer(s) to eliminate wrinkles on the projection net.

### AFTER SYLVIE'S ARRIVAL

- ☐ Brief the entire AV team on careful handling of the projection net to prevent any damage.
- ☐ Securely install the projection net and ensure correct positioning. 32 × 19 ft
- ☐ Steam the projection net with travel or industrial steamer(s) to remove wrinkles.
- ☐ Light Sylvie with front light at eye level (7–8 ft), hard-edged sidelight in cold blue tones, and backlight.
- ☐ Keep the pool egg-shaped for lateral movement. No light may hit the projection net or the backdrop.
- ☐ Connect Sylvie's MacBook Pro into your video system; she runs all animations. QLab 16:9
- ☐ Position projector and size animations based on avatar height.
- ☐ Position confidence monitors, dim them, and load prompt script.
- ☐ Spike the stage with tape (center and edges).
- ☐ Check sightlines from every seat and remove or relocate tables with an obstructed view.
- ☐ Prepare videographer and photographer for dark environment.
- ☐ Conduct a full run-through of the presentation, including all media and lighting cues.

## LIVE SHOW

### –15:00 MIN.

- ☐ Adjust room lights (dark, atmospheric lighting).
- ☐ Play recommended preshow music or your own preferred music (mystical, dramatic). VOG package
- ☐ Open doors.

### –10:00 / –5:00 / –3:00 MIN.

- ☐ Countdown / get-ready announcements (house mic).

### –0:00 MIN.

- ☐ Go to black and stop preshow music.
- ☐ Play VOG video (on IMAG, not the projection net). VOG package
- ☐ Sylvie will then manually advance animations and start show on the projection net.

Reach Sylvie at +1.267.303.7577 by phone, text or WhatsApp before, during or after the show.