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 the Pre-Show Video (IMAG) for your keynote and load it into your playback system. — sylviedigiusto.com/client-briefing
- [ ] Set up a Countryman/headset for Sylvie (alternatively, lavalier).
- [ ] Provide the email address of your prompt operator. They'll receive an easyprompter.com invite to Sylvie's prompt script. Accept it before the tech check.
- [ ] 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
- [ ] Position projector and size animations based on avatar height. — 16:9
- [ ] 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).
- [ ] 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 the Pre-Show Video on IMAG, not the projection net, with audio through the house PA. — Pre-Show Video (IMAG)
- [ ] Sylvie will then manually advance animations and start show on the projection net.

> **You'll receive Sylvie's cell phone number to reach her by phone, text or WhatsApp before, during or after the show.**

Contact us for questions: sylviebookings@cmispeakers.com or +1.403.398.8488