

Thank you in advance for your help in coordinating the lighting, sound and video logistics for the Chris Herren speaking event. Below please find the requirements for the presentation. If you have any questions, please reach out to the noted contact person below.

PRE-PERFORMANCE

BACK STAGE:

Designate a room for Chris to prepare for the presentation. (i.e. classroom, green room, back stage area, conference room or office). Bottled water would be appreciated.

PRESENTATION SITE/VENUE TO SUPPLY:

The video used to start the presentation will be shared with the event contact two weeks prior to the event date. Other equipment needed for the presentations include:

- Screen
- Laptop with Internet Access
- Wireless, Hand-Held Microphone
- Wireless Handheld Microphone Backup

LIGHTING:

Immediately following the video presentation, please bring the house lights up so that Chris can see the faces of the audience.

No spotlights please.

SOUND:

Chris would prefer that the microphone be turned down so he can project his voice and enunciate specific words within his presentation. If the presentation venue acoustics are exceptional, Chris may decide not to use a microphone.

RUN OF THE SHOW

1. OPENING REMARKS BY EVENT ORGANIZER

All spoken introductions should be given prior to the start of the video. The video was designed to introduce Chris and the presentation.

2. PRESENTATION VIDEO

Student Assembly: 29 Minutes
Community/Corporate Presentation: 5 Minutes

3. CONCLUSION OF VIDEO

Lights come up / Chris will take the microphone

4. CHRIS HERREN SPEAKS

Chris will share his message with the audience
Student Assembly: 30 minutes
Community/Corporate Presentations: 45 minutes

5. Q&A

Time: 10 to 15 minutes
Chris will take questions from the audience

6. PRESENTATION WRAPS

Concluding remarks by event organizer

RESTRICTIONS

No filming/recording the presentation in any way.

LIVE STREAMING:

Live streaming is permitted upon receiving permission from Herren Talks Communications Director.

PRESS AND MEDIA:

All press/media present must be identified to Chris Herren or Herren Talk's staff prior to the start of the presentation.

CONTACT INFORMATION:

Jenny Swider - *Communications Director* | 401-243-8555 | jenny@herrentalks.com