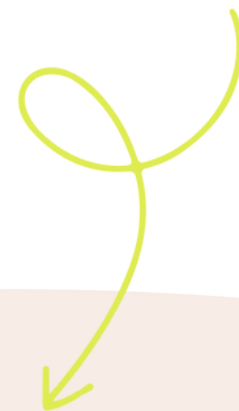# A/V REQUIREMENTS

## FOR HANNAH UBL

**We want to make everything runs as seamlessly as possible at every event, and that all starts with ensuring we have complete clarity around A/V requirements. Ahead of the event, please:**

- Email me (Hannah) at hannah@goodcompanyconsulting.com to schedule an A/V call ahead of the event, and an A/V rehearsal check the day of the event (I prefer to get in there at least an hour before the presentation to test-run the technical part of the presentation)
- Read through the information below, confirm what works and send any questions for what doesn't
- Provide us with the name/contact info for A/V technician for the day of the event

I look forward to working with you!

**HANNAH**
**CO-FOUNDER, GOOD COMPANY CONSULTING**

**Please confirm the following A/V requirements for Hannah:**

### MICROPHONE

A lavalier microphone (with backup batteries) is required because Hannah walks around a lot during her presentation. Many parts of the presentation are interactive, so please have some roving mics available.

**COMPUTER**

Hannah uses a 2018 13-in MacBook Pro computer that requires a USB-C
—HDMI adapter. She'll bring her adapter but asks that you have one as
well for back up. Hannah will always bring her own clicker but will use
yours if the occasion calls for it.

**PRESENTATION**

- Aspect ratio: 16x9
- Hannah uses Keynote
- She doesn't send her slides ahead of time except for testing purposes.

**STAGE SET-UP**

Hannah prefers to have her computer on stage with her so she can make adjustments on
the fly if needed. She will need a podium or bar table for her computer, notes, and water.

**SOUND**

Sound is embedded into most presentations and will need to be played over the house
sound system. Sound hook up is via her computer's headphone jack.