

for events requiring Air Travel - A/V Requirements

Glenn Strange

The overall success of your event is very important. Glenn does not have a lot of special requirements, but the few things he ask for are **necessary and very important** to the success of your event.

1. Glenn will arrive 2 hours before the guest begin to arrive. This time is necessary for bringing in equipment and setting up the program. He will require a sound check with your sound technician no less than 90 minutes before the guests arrive. (If this is a problem lets talk about it ahead of time. Most likely we can work around other activities that are taking place in the room or on the stage 1-800-293-3304)

2. **Sound Requirements:** One professional quality sound system with external speakers that will adequately cover the performance area and project well to the number of people at your event. Glenn's presentation includes his spoken words and recorded music. The key to comedy being effective is "delivery" and "timing". Punch lines must be able to be heard over the laughter of the audience. **Here's a hint.** If your event facility's sound system is mounted in a podium or if the speakers are mounded flush in the ceiling, they do not have a system capable of producing the quality sound needed. **WE DO NOT RECOMMEND A SYSTEM LIKE THIS.** You will need to contact your facility's A/V department or contract an outside source.

a) Glenn will use 3 inputs (XLR or 1/4") of your sound system's mixing board as follows :

- one for his vocal wireless (Countryman E-6 provided by Glenn)
- one for his remote controlled wireless music (provided by Glenn)
- one for an on stage emergency backup microphone with a straight stand. (provided by you, the client) This mic will be used for introductions and as a back-up in case Glenn has problems with his wireless microphone. Please NO boom microphone type stand.

b) Make sure all batteries are NEW.

4. **Power Requirements:** One standard 110 volt outlet power strip located on stage, and one power strip at the sound system mixing board.

5. **Stage Requirements:** A clean and clear performance area of at least 12 feet wide and 8 feet front to back is required. A riser or portable stage is strongly suggested. Stage settings and decorations are acceptable only for theatres and larger stage events. There should be no podium or stage decorations located in the 12 by 8 performance area. A backdrop curtain (pipe and drape) on rear of stage or a blank wall is required. Avoid mirrors and windows located behind performing area. Access steps, with no handrails, should be located at the center front of the riser for the audience participants. Riser height will vary with the audience size. Listed below are suggestions for a round table banquet type room settings.

- | | |
|---|--|
| a) Under 200 people ---12" to 18" high | d) 501 to 1000 people--36" to 48" high |
| b) 201 to 300 people----18" to 24" high | e) over 1000 people---48" to 72" high |
| c) 301 to 500 people----24" to 36" high | |

6. **Table on Stage:** Glenn will need one 2 ft x 6 ft rectangular skirted table on stage. If that's not available a 2 ft x 4 ft rectangular table or a standard size card table will work.

7. The **location of the performance area** is critical. To enable the audience to experience the full enjoyment of Glenn's program, if a dance floor is in front of the stage, please place chairs on that area (They can be removed later for dancing) This will make it easier for Glenn to develop a rapport with the audience, and do a better program for everyone's benefit. The audience's chairs should always be set 6 to 8 feet from the riser. Avoid seating audience members in the rear, or on the sides of the performance area. As a general rule the best location for the performance area is against the center of the longest wall. Depending on the banquet room's door locations and the size and shape of the room, the performance area may have to be located elsewhere. The best location will be where everyone can see the performance well and without obstructions.

8. **Camera Projection Screens:** For large rooms or audiences of over 500 people, live video camera projection on large screens (14' x 14' or bigger) will help the show be more enjoyable. The audience must be able to see and hear to enjoy any type of program.

9. **Lighting Requirements:** Many banquet rooms do not have adequate lighting for the performance area. If this is the case for your event, auxiliary lighting may have to be used. A general white wash of light with a minimum of (2) 500 watt lamps focused on the stage. If your facility does not have good lighting, contact a local lighting and sound rental company to help you in your selections. House lights (over the audience) need to be adjusted to 80% to 100% full for the performance.

10. **Remember:** Glenn's program is an interactive visual live performance, and your audience members must be able to see and hear the on stage activities. Simply put . . . the **better your lighting, staging, and sound quality the more your group will enjoy the program.** Please don't let these requirements scare you. If you have any questions or concerns please do not hesitate to call. Glenn has over 25 years experience performing in just about every type of environment you can imagine. Something that seems like a major unsolvable problem to you, most likely will have a simple solution. We look forward to helping you have your best program ever. (Phone 1-800-293-3308)