

# Tech rider

Brian Munroe, keynote speaker. AV and stage requirements for a clean, on-time show.

This is what the AV and production teams need to know before Brian arrives. Most of it is standard. The few items that matter most: **wireless over-ear mic, 16:9 HDMI, open stage, 30-minute tech check.** Anything you can't accommodate, flag it on the pre-event call and we'll adapt.

## AUDIO

- **Wireless over-ear preferred.** Lavalier is acceptable as a fallback.
- Fresh battery in the body pack before show, plus a spare on the AV cart.
- Backup mic available (second over-ear, lavalier, or wireless handheld) in case of dropout.
- If a video clip plays from the speaker's laptop, audio routed to house via 3.5mm or HDMI.
- Mic level set during tech check, not during the talk.

## VISUALS AND PRESENTATION

- 16:9 widescreen, 1920×1080 minimum, projection or LED wall.
- HDMI input at the stage position. Adapter for USB-C/Thunderbolt to HDMI if not provided by venue.
- Brian presents from his own MacBook unless arranged otherwise.
- Confidence monitor downstage center with presenter view (current slide, next slide, notes, timer) when available.
- Wireless slide advancer (Logitech R800 or equivalent). Silent click preferred.
- Backup deck on a USB drive handed to the AV lead at tech check.

## STAGE

- **Open stage.** No podium for the keynote. If a podium is required for opening remarks, Brian steps out for the talk.
- Stool or small high-top table downstage with a room-temperature bottle of water (no ice).
- Stage edge clearly marked or lit so the speaker can move freely without watching footing.
- No teleprompter required.

## LIGHTING

- Clean wash on the speaker. No follow spot.
- House lights at 30 to 50 percent so the speaker can see the audience.
- Confidence monitor light dimmed enough to read without glare.

## TECH CHECK

- 30-minute window minimum, scheduled 60 to 90 minutes before doors open.
- Brian arrives 90 minutes before he goes on.
- Check mic level, slide ratio, advancer, audio routing, and any video clips.

## RECORDING

- Recording is permitted with prior written confirmation.
- Brian receives a copy of the recorded video and audio, delivered within 14 days of the event.
- Internal-use rights granted to the host organization. Broader distribution (public posting, paid replay, third-party syndication) requires written approval.
- House camera or production-quality multi-cam preferred over phone capture.

## INTERNET

- Hard-wired ethernet or strong dedicated wifi at the stage position if Brian plans a live demo or pulls real-time data. Confirmed on the pre-event call.
- Otherwise no internet required during the talk.

## GREEN ROOM AND CALL

- Quiet space with water, available 30 minutes before Brian goes on.
- One backstage point of contact for the mic and call-time cues.
- No additional comp tickets, hospitality, or special requirements.

## PRE-EVENT COORDINATION

- 15-minute call with the AV lead and event organizer 7 to 10 days before the event.
- Final slide deck delivered to AV 24 hours before the event for backup playback.

## DAY-OF AV CONTACT (VENUE TO COMPLETE)

NAME	.....
ROLE	.....
MOBILE	.....
AVAILABLE FROM	.....