

# COLIN RYAN Speaker Agreement

[colin@colinryanspeaks.com](mailto:colin@colinryanspeaks.com) | 802-468-7565

## Presentation Technology Agreement

Colin needs **1 A/V Professional** in room 30 min before speech for setup, sound check & light check.

### Auditorium A/V Requests:

1. **Side & Back Sections Roped Off:** remove rope once center section front rows are filled
2. **Projection:** prefer Rear or Overhead **|AND|** HDMI cord that reaches Stage Front & Center
3. **Screen:** prefer off-center/offstage/high enough screen to walk stage without blocking screen
4. **Projector Video Hookup:** prefer HDMI Cord **|OR|** VGA – Colin will bring MacBook VGA Adapter
5. **Audio Hookup:** prefer HDMI Cord **|OR|** 1/8" cord into sound system or a loud portable speaker
6. **Confidence Monitor:** HDMI cord long enough to place Colin's MacBook at Stage Front & Center
7. **Microphone:** prefer wireless or lavalier mic **|OR|** wired mic with 30 ft cord
8. **No Podium:** low laptop table at Stage Front & Center **|AND|** podium removed / pushed to side
9. **2 AAA Batteries & 1 Bottle of Water**

**\*\*If Using a Gymnasium or Conference Room:** We understand these environments can limit sound and lighting options, just let Colin know any necessary modifications at least 1 week before event.

*A/V Professional's Name:* \_\_\_\_\_

*A/V Professional's Phone:* \_\_\_\_\_

*30 min before speech start:* \_\_\_\_\_

*A/V Professional's Initials:* \_\_\_\_\_

I agree that all of the above requested items will be in place for Colin's speech, or I have let Colin know any necessary modifications at least 1 week before event.

*Sponsor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_