



A/V and Staging Guidelines for Theatrical Keynotes

Microphone

- Victoria prefers **to use and bring her own microphone over the ear attachment as an option to connect with the venue's in-house wireless belt-pack** transmitter.
- **Specs: Apex575 Universal low-profile head or neck-worn condenser microphone outfit for use with wireless systems.** See link below. Detachable cable assemblies with interchangeable connectors: TA3F, TA4F, locking four-pin and locking 1/8th-inch TRS jacks. Compatible with virtually all wireless belt-pack transmitters.
<http://apexelectronics.com/microphones/live/headset/product/apex575/>
- If her attachment doesn't fit, please have an in-house wireless around the head microphone, aka a country-man styled mic (preferred) or wireless lavalier microphone backup.
- Please have **fresh batteries in the in-house wireless belt pack.**
- Please **arrange a time for her to discuss with the tech person** whether or not the mic connector is compatible with the venue's sound system and to discuss lighting.

Venue Preparation

- Small table or stool near but not on the stage with **at least one bottle of water and glass.**
- **Performance area: minimum: 12ft.W x 8ft.D or more (& ideally 24 inches or more in height), clear of any podium or other obstructions.** Victoria can perform in smaller areas if necessary. Please ensure sightlines are good for all audience members.
- **Please let Victoria know the colour of the backdrop & side curtains (if any) or the colour of the wall that will be behind her** (the colour influences what wardrobe she wears so she will easily be seen by the audience).
- Preferred but not essential: if audience size is very large (350 or more) or the room is an unusual configuration, it is recommended to have a camera project Victoria's performance on a screen(s) either side of the stage so audience members in the back can see Victoria and her facial expressions well.
- **Tech (sound, mic, lighting) & room check 1hr (if possible) prior** to start of program or at a convenient designated time.



- **Playing area should be well lit and the audience in dimmer lighting.** To avoid casting shadows on Victoria's face lighting should not come from directly above. If this isn't possible, the entire room should be well lit.
- **Victoria has pre-show music on a jump drive.** An in-house sound system is adequate to play the music. Playing of the pre-show music is not essential.

Keynote Handout & Intro

- **A keynote handout has been or will be emailed.** Prior to the event, if you wish add specific venue and date details. Then photocopy double-sided (ideally in colour) and fold in half. Place on seats or in delegate packages. Cost of photocopying is the responsibility of the sponsoring client.
- An introduction about Victoria either has been or will be emailed to you for use prior to her taking the stage. Please adjust and edit as you wish or use it as a guide to create your own introduction.



Thank you for your assistance.
These arrangements ensure the show will have
the most benefit and the best impact on your audience.

Questions? Email Victoria at victoria@victoriamaxwell.com or call
604.885.7465 or on her cell 604.317.1632