

## KEYNOTE RIDER – BASIC SETUP

Please begin by deciding which setup best matches your event:

### “Basic Setup”

- No professional/third-party production crew.
- AV is run by your internal team and/or hotel staff.
- No live video feed or camera projection of the speaker onto screens.
- Stage is minimal or non-existent, possibly using basic pipe and drape or no backdrop.
- Audience size is likely less than 500 people.

### “Professional Setup”

- You’ve hired a third-party production crew or have a professional in-house team.
- Cameras will be used to project the presenter onto large screens.
- Stage may include confidence monitors, pro lighting, LED walls, dynamic backdrops, etc.
- There is likely a backstage area.
- Audience size is likely more than 500 people.

If you are planning for a **Professional Setup**, select **AV NEEDS – PRO SETUP** at <https://devinhenderson.com/keynotes/#meeting-professionals>

If you are planning for a **Basic Setup**, everything you need is included in this document. The Basic Setup Info begins on the next page...

## AUDIO/VISUAL

- Preferred Mic for Devin: Lavalier (Clips on to shirt).
- Also provide a handheld mic with stand on stage for audience volunteers..
- Devin will use his own (Mac) laptop on the stage for his PowerPoint presentation.  
Devin will need the following on stage...
  - HDMI PowerPoint connection.
  - Power strip plug in for his laptop charger.
  - XLR or 1/8" connection for sound.

## STAGE AND ROOM SET-UP

- Stage height recommendations based on audience size:
  - **80+ attendees:** At least 1' high
  - **250+ attendees:** At least 2' high
  - **600+ attendees:** At least 3' high
- The stage should be clear of a podium and any tables (or moved as far back as possible).
- Audience members will need easy access on and off the stage or platform.
- The first row of people should be as close to the stage as comfortably possible.
- There must not be a large gap, such as a dance floor, between the stage and audience.
- There should be no one sitting behind or to the immediate sides of the stage.
- If Devin's keynote follows a meal, the tables must be cleared before the program.
- If there is a bar, please have it closed during Devin's presentation.
- The person introducing Devin should have everyone's attention before reading the introduction.
- If necessary, the introducer should ask everyone to turn their chairs toward the stage.

## STAGE ITEMS

Please provide the following...

- **6ft rectangular table** (4ft table will work) + linen covering that touches the floor on at least the two sides and front. Black linen is preferred. Devin will be sitting at the table and will need to be able to access underneath from the back. A spandex table cloth will not work as Devin's needs to be seated with his legs under the table.
- **Chair.** Not a barstool – just a normal chair with no arms.
- **Bottled Water** (Room Temperature)

## SPECIAL REQUEST: GREEN ROOM

If there is no designated greenroom for speakers, no problem – this can simply be a private office, a nearby room, or an unused ballroom. The goal is just a quiet, private space for Devin to prepare, relax, and be show-ready.

- Please do not present Devin with any oversized “swag” or gift boxes. As nice as that sentiment can be, he is not able to travel with such items.
- 3 Bottled Waters - room temperature
- 2 bananas
- 1 flavored sparkling water (eg: LaCroix, Bubbly - Lime is Devin's favorite flavor) - cold



**THANK YOU!**

We're truly excited to work with you! We understand that every event is unique and presents its own mix of challenges and opportunities. We'll collaborate, adapt, and have a great time – all while keeping the focus where it belongs: motivating and inspiring the attendees.