Gilberto Herrera – A/V Preferences Sheet

Preferred Microphone

- **Wireless lavalier (clip-on) mic** – *preferred for freedom of movement*
- Backup: **Wireless headset mic**
- Avoid: Handheld mic (unless it's a panel discussion)

Video & Recording

- Allow **video recording** of session for promotional use (mutual agreement required)
- Request **raw footage** or permission to place a camera near A/V booth
- If live-streamed: request platform details and stream quality

Sound & Audio

- House sound system connected to mic
- Clean, crisp amplification — no reverb or delay
- Walk-in music: *High-energy, motivational music* (optional suggestion: instrumental version of Nipsey Hussle, Jay-Z, or Victory-themed track)

Visual/Slides

- If slides are requested:
    - PowerPoint or Google Slides
    - Provide clicker/remote with batteries
    - HDMI connection from laptop to projector/screen
    - Screen visible from all audience areas

    - Presenter view preferred but not necessary

Tech Check / Rehearsal

- Request **arrival at least 60–90 minutes before start time** for tech run-through
- Sound check + mic test required

Stage Preferences

- **Clear, open stage** – freedom to walk and engage
- Small **table or stool for water + notes**
- No podium preferred (unless required for setting)
- Small White board or FlipChart with markers

Audience Setup

- Seating close to stage (no large gap between first row and stage)
- Audience encouraged to engage, respond, and participate

🔌 Backup Essentials

- Power outlet near stage (if laptop or visual aids are used)
- Wi-Fi access for live demos (if requested ahead)