

# audio and visual needs

## Artist/Speaker: Sylvia Lange

As Artist/Speaker appears in different venues and churches every week, we have found that the audio and visual items listed below are the minimum needed to ensure the highest quality presentation or time of worship.

**PRIOR TO EVENT:** A skilled audio/visual person familiar with the facility/venue should be available to the Artist by phone and email at least two weeks in advance of the event to discuss any and all technical/logistical issues.

**DAY OF EVENT:** This technician should have the sound system set up and ready to actually begin sound check no later than 70 minutes before the doors open. A closed sound check is necessary; however, if individuals must be setting up tables and/or food, the host should inform all parties in advance about the need for no talking during sound check.

**SOUND SYSTEM:** The sound system should include the following:

- CD player that plays CD-R's (an important distinction) or have connectivity to iPhone/iPod
- Standard sound board, complete with functioning Fx/reverb unit and EQ controls  
Board must be positioned in the back of the room, opposite the stage
- Speakers/monitors
  - If Artist/speaker uses performance trax, only one wedge/floor monitor is needed.
  - If Artist/speaker brings keyboardist, two wedge/floor monitors will be needed.
  - If Artist/speaker brings band, five wedge/floor monitors (four on booms) will be needed.
  - Room speakers to fill room (if hotel or other public venue, 2-4 speakers). Room speakers must be placed at least 20 feet away from the closest seated guest.
- Mic/mic stand
  - If Artist/speaker uses performance trax, only one mic/mic stand is needed.
  - If Artist/speaker brings keyboardist, two mics (same type) and two mic stands will be needed. Keyboardist will need boom-type mic stand.
  - If Artist/speaker brings band, three mics (same type) and three mic stands (two on booms) will be needed.
- Music stand
  - If Artist/speaker uses performance trax, only one music stand is needed.
  - If Artist/speaker brings keyboardist, two music stands will be needed.
- Stool
  - One stool will be great. However, if Artist/speaker brings band, three stools will be needed.
- Other:
  - If Artist/speaker brings keyboardist, keyboard and sustain pedal with 1/4' cable from keyboard to sound system plus DI box

**CUE SHEET:** A detailed Cue Sheet will be emailed to sound technician prior to event.

**VISUAL:** . Artist/speaker uses images and a short video clip during the presentation, thus, a computer and projector + screen are requested. Microsoft PowerPoint is the preferred software to show the images and Technician should consult with Artist/Speaker regarding video format. The PowerPoint file and Video file will be emailed one week prior to event.

**RECORDINGS:** No video or audio recordings can be made without first arranging with our office.

Please call our office at least two weeks prior to the appearance date if there are any questions or if you might be uncertain of your ability to meet any of the needs stated.