

A/V & Production Requirements

A practical guide for in-person, virtual, and hybrid programs

PLAN EARLY

These requirements protect safety, clarity, and audience experience. Final needs depend on the program, venue, and contract.

IN-PERSON SOUND

- Professional house sound system sized for the room, with a qualified technician present for soundcheck and the program.
- A professional wireless dual-ear headset or earset microphone is preferred. Provide a tested wireless handheld microphone as backup. A podium-mounted microphone is not suitable for Karen's interactive delivery.
- Complete soundcheck at least 45 minutes before doors open. Allow 60 to 90 minutes when music, video, or multiple presenters are involved.
- If Karen's wireless microphone equipment is used, the venue technician must confirm connector and frequency compatibility in advance.

SLIDES, VIDEO & MUSIC

- Projector or LED screen with a sharp, readable display; HDMI input; presentation clicker; and a confidence monitor when available.
- Confirm whether Karen or the venue will run the presentation computer. Provide a stable power source and required adapters.
- Route presentation audio through the house sound system and test every music and video cue during soundcheck.
- Karen provides properly licensed music. Livestream, replay, and distributed-recording rights require separate written approval.

PRODUCTION CALL REQUIRED

Schedule a production call when music, movement, recording, livestreaming, or hybrid delivery is planned.

STAGE, MOVEMENT & SAFETY

- Standard speaking programs: a clear area of at least 12 feet wide by 8 feet deep is preferred.
- Programs with planned demonstrations or full-body movement: provide at least 16 feet wide by 12 feet deep, or the largest safe area available after written review.
- Keep the movement area free of cables, monitors, keyboards, music stands, chairs, loose rugs, and other trip hazards. Tape and cover unavoidable cable runs.
- Provide secure stairs with handrails when the stage is elevated. Confirm accessibility needs before finalizing the room layout.
- A lectern is optional. Do not place one at center stage unless Karen requests it.

BEFORE DOORS OPEN

Confirm the A/V lead, stage dimensions, run of show, presentation operator, and emergency contact.

PROTECT THE AUDIENCE EXPERIENCE

Clear sound. Safe movement. Tested technology. One accountable production lead. These basics help Karen focus on the people in the room and deliver the strongest possible program.

Virtual, Media & Presenter Support

Confirm responsibilities before the final production call

VIRTUAL & HYBRID EVENTS

- Use a paid, current event platform such as Zoom or Microsoft Teams with a designated producer or co-host.
- Schedule a full technology rehearsal or platform check. A 45-minute same-day check is the minimum for a standard virtual presentation.
- Provide a wired internet connection when possible, host or co-host access, screen-sharing permission, recording settings, waiting-room plan, and a backup contact number.
- If breakout rooms, polls, video playback, music, or Q&A moderation are included, assign a producer other than Karen to manage those functions.
- For hybrid events, use dedicated room microphones and a return monitor so Karen can hear and engage both the in-room and virtual audiences.

ROOM & PRESENTER SUPPORT

- Provide still water, a small table placed off to the side, and a private preparation area when available.
- Confirm room capacity, seating layout, stage dimensions, lighting, temperature, accessibility, security, and emergency procedures before the event.
- Share the final run of show and the name and mobile number of the event-day decision-maker and A/V lead.

RECORDING, LIVESTREAMING & PHOTOGRAPHY

- No audio recording, video recording, livestream, replay distribution, or commercial reuse without written permission in the agreement.
- The host must explain where content will appear, who can access it, how long it will remain available, and whether clips will be used for promotion.
- Provide Karen with a high-resolution copy of approved event photos and recordings when the agreement includes media sharing.

MATERIALS & INTELLECTUAL PROPERTY

- Slides, workbooks, worksheets, exercises, frameworks, and other workshop materials remain the intellectual property of Karen "KG" Gardner and Rocket 2 Freedom.
- Materials are licensed to registered participants for individual use only.
- Materials may not be copied, shared, posted online, sold, adapted, taught, uploaded into AI systems, or reused for future programs without written permission.

PRODUCTION CONTACT

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