FOR EVENT & A/V TEAMS

A/V & TECH REQUIREMENTS.

Everything you need for a smooth keynote or workshop.

THE PRESENTATION

01 THE DECK

Bridget sends her slides ahead of the event, along with any video files.

02 FORMAT

Provided in PowerPoint (16:9).

03 FONTS

All fonts (Nineties Headliner and Perfectly Nineties) are embedded in the presentation, so nothing needs to be installed. You'll only need to download them if you're creating additional event assets.

04 BACKUP LAPTOP

Bridget brings her own MacBook as a backup. If it's used, an HDMI adapter is needed.

05 CLICKER & CONFIDENCE MONITOR

A wireless clicker is required. Bridget will bring a backup just in case. A confidence monitor set to PowerPoint Presenter View is greatly appreciated, so she can see the current and upcoming slides and keep the presentation seamless.

BRIDGET HILTON · A/V & TECH

SOUND

06 AUDIO FROM THE LAPTOP

The presentation includes embedded video with sound, so laptop audio needs to run through the room's speakers.

07 MICROPHONE

A headset mic is preferred so Bridget can move freely and interact with the audience. A lapel mic works if a headset isn't available.

08 AUDIENCE MIC

For interactive moments, a handheld mic that can be passed to audience members is helpful. Optional for keynotes; required for workshops.

THE WORKSHOP (IF BOOKED)

09 ROOM SETUP

Round tables of 6–8 people work best, so every table can have a real conversation. Theater seating works for the keynote only.

10 MATERIALS

Bridget ships a printed Make Someday Today guide for every participant. Please share the shipping address, final headcount and an on-site contact to receive the boxes. Pens at each table are appreciated.

ON THE DAY

11 TECH CHECK & STAGE WALK

Bridget would like a tech check and a look at the stage before her session. It takes about 10 minutes: slides, video, sound, mic and clicker.

12 POINT OF CONTACT

Please share the name and mobile number of the on-site AV lead and event contact before the event.

QUESTIONS BEFORE THE EVENT?

Email Bridget@BridgetHilton.com and we'll make sure everything is ready for your room.