

HE SPEAKS

Technical Rider & A/V Setup Guidelines

This rider covers the standard technical needs for a He Speaks presentation. It's written to work across the range of venues the program shows up in, from a 40-seat classroom to a 500-seat auditorium. Send this to the venue's event coordinator or AV contact at least two weeks ahead of the date, and confirm specifics with a walkthrough call or site visit when possible.

Program Snapshot

Format	Keynote / motivational address, single speaker, no band or additional performers
Typical length	45–60 minutes, plus 10–15 minutes for Q&A if scheduled
Movement	Speaker moves around the stage or floor area; does not stay fixed at a podium
Visuals	Slide deck (16:9), occasional short video clips with audio
Arrival	60–90 minutes before doors for sound check and walkthrough

Audio

Microphone

- Wireless headset or lavalier mic preferred over handheld, since the speaker gestures and moves throughout
- Handheld wireless is an acceptable backup if headset/lav isn't available
- Two channels of wireless if the venue can support it (primary plus backup), especially for larger rooms
- Fresh batteries confirmed at sound check, not just installed at some earlier point in the day

Sound reinforcement

- PA sized to the room. A gymnasium or auditorium needs real reinforcement, not just a classroom speaker
- For classrooms or small conference rooms under roughly 75 people, a portable PA or powered speaker may be enough in place of house sound
- Playback input (3.5mm, USB, or Bluetooth from speaker's laptop) for any video clips with sound
- Monitor speaker or floor wedge if the room is large enough that the speaker can't hear themselves clearly

If the venue's default setup is a fixed podium mic, ask in advance whether a wireless option exists. This is the single most common gap for this kind of program.

Video & Presentation

Display

- Projector and screen, or large-format display/TV, visible from every seat in the room
- 16:9 aspect ratio preferred; confirm in advance if the room only supports 4:3
- Second confidence monitor facing the speaker if the room layout puts the screen behind or to the side

Connection

- HDMI is the standard connection. Speaker travels with a laptop and a multi-adaptor (USB-C and HDMI)
- VGA fallback only if HDMI genuinely isn't available in an older room

- Confirm whether the venue wants the speaker's laptop connected directly or wants slides loaded onto a house computer ahead of time

Remote & cueing

- Wireless presentation remote/clicker with slide-advance and blank-screen function
- If the venue is providing the clicker, confirm it works with the laptop OS in advance, not at showtime

Staging & Room Setup

- Clear, open floor space in front of the first row. The speaker does not use a podium as a home base
- Small side table near the stage or floor area for water and notes
- Stairs or ramp access to any raised stage, with the path clear of cables
- Seating arranged so every seat has a sightline to both the speaker and the screen; avoid pillars or AV carts blocking view
- For classroom settings, movable desks/chairs are preferable to fixed rows so the room can be opened up

Lighting

- House lights bright enough that the speaker is clearly visible, even with the screen active
- Avoid a setup where the room goes fully dark for slides. The speaker needs to stay visible throughout
- If stage lighting is available, a simple wash is sufficient. No need for color washes, gobos, or effects
- Avoid backlighting from windows directly behind the speaking area if it can be curtained or blinded

Recording & Photography

- If the venue plans to record or livestream, flag this in advance so audio can be routed from the board (not a room mic) for clean sound
- A single fixed camera position at the back of the room is typically sufficient for internal or archival recording
- Confirm any recording or photography plans directly with the speaker's team before the event, not day-of

Load-In & Sound Check

- Speaker or a team member arrives 60–90 minutes before doors to test mic, slides, and video/audio playback
- A venue AV contact present during that window who can adjust levels and troubleshoot on the spot
- Full run-through of any video clips with sound, not just a visual check
- Confirm room access, parking/loading location, and a point of contact ahead of arrival

Notes by Venue Type

Auditoriums & theaters

These rooms usually have house sound, house lighting, and a trained AV operator already on staff. The main things to confirm ahead of time are wireless mic availability, screen aspect ratio, and who operates slide advance and lighting cues during the talk.

Classrooms & smaller meeting rooms

These rooms often lack house sound entirely. Confirm whether a portable PA and projector need to be brought in, and whether the room's furniture can be rearranged to open up floor space for the speaker to move.

Gyms, cafeterias & multipurpose rooms

These spaces have tough acoustics and need real sound reinforcement, not a single small speaker. Ask about existing PA capability first, and budget extra time for a sound check since these rooms are the most likely to need adjustment.

Contact

Insert venue and speaker team contact details here before sending, along with the event date, arrival time, and any building-specific access instructions.