



Prep. & Supply Checklist for Sam Glenn

Lets have some fun!!

For a successful Set up process, read through carefully.

Have everything below all set out and ready for run through upon Sam arrive or scheduled set up time.

Thank you.

A1. _____ *Sam needs a **min of 35 - 45 minutes** of prep. time available before the program. Sam will conduct a “complete run through” with sound, lights, the works. Please have everything out and ready for a complete run through (all the equipment below). Also sound person should be there, and lighting person.

Pictures of set up and lay out.

Have Easel out and ready to mark for program.



Projector is for easel only, no other screens are needed.

Sam projects a multi-media show onto the picture that makes it come to life.

It should be placed on AV cart or small table about 12 to 15 feet away from easel. Sam will figure out exact distance during set up.



Requirements:

1. **A working handheld microphone with volume turned up. (Please No lapel microphones or headsets, only handhelds.)** Standard microphone **OR** cordless microphone must be *plugged in, clear, static-free*, and ready for an immediate sound check. (Volume turned up and bass turned down).

2. *****REQUIRED***** **XLR microphone cord** plug with NO microphone attached. This should be patched into sound system, turned on and ready for test. (THIS is **required** whether you have a corded mic or a cordless). It must reach center stage. Sam will use this to plug in his music – Ipod and DVD player into, which will be

used in his program. (To better explain: An XLR cord is **just a microphone cord without the microphone attached to it. See pic below.**)



XLR is plugged into direct box which is connected to projector and Ipod



2. Have **(2)** Small AV carts - one is used to hold Sam's projector and DVD player. The other is to hold Sam's chalk, which will go next to his easel. (These should not be tall). You can also use very small tables if you need too.

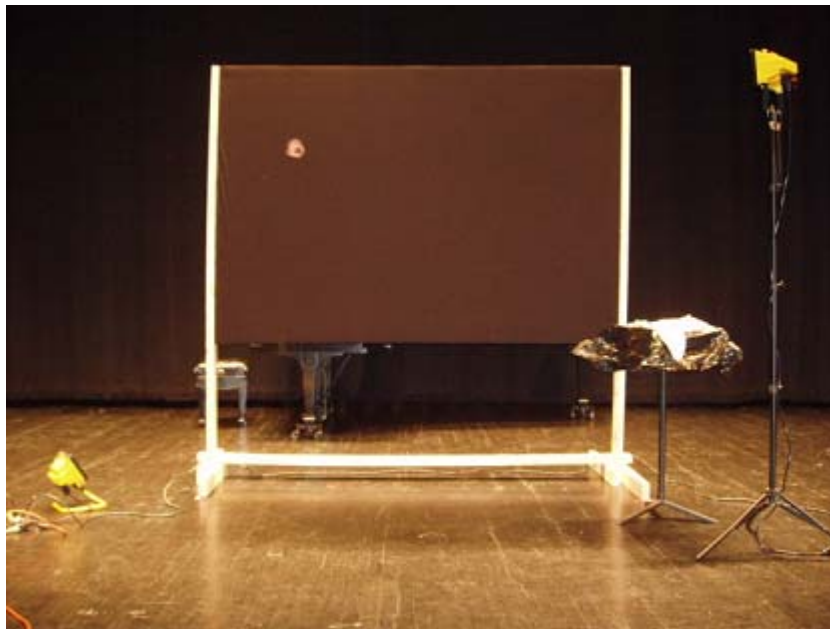


chalk on AV cart one.

Projector on AV cart two.

3. Have the **BUILT** and **PREPARED** easel near the stage area

Upon Sam's arrival it should be placed where he will use it during program. Easels may seem tall, please note: Sam is 6'7, so its all good.



This is what set up should look like for program. In diagram, chalk is not on AV cart, its on music stand. Sam prefers av cart.

___ 4. (2) **Extension cords** (utility-type) plugged in, placed in the middle of the stage – one if for Sam’s spot lights the other is for his projector, DVD player and mixer.

___ 5. (2) **Bottles of room temperature water**. This is for Sam to drink and potentially throw on the audience if they are asleep. (just kidding).

___ 6. (1) **Table** in the back of the room or lobby for Sam’s merchandise. Please allow Sam 10-15 minutes after each program to make his resources available

___ 7. (2) **volunteers** to help with Sam after his presentation. They will need to meet Sam (**before**) presentation begins. **Please have them meet Sam at set up time.**

NOTES:

- ___1. **Note:** Sam's projector will be 15 -20 feet in front of the easel. **This is to be projected on to the chalk art canvas for special effects.** No other screens are needed.

- ___2. Note: Sam provides his own spot lights.

- ___3. (**Lighting People.**) Make sure stage is strongly lit in white lights. It should be like this when Sam is speaking. No spot lights while Sam is drawing. It casts a shadow and Sam can't see his work. **WHEN TO GO TO DARK.** Very important. When Sam is ready to perform his chalk art presentation, he will verbally ask for all the lights to go out – **to dark.** Please turn them off. Darker the better. Sam will have his own presentation lights and perform a multi-media show onto his canvas. The lights will be turned back on upon Sam's verbal request to turn them back on, but not until then.



Sam Glenn's Presentation Flow Sheet
This how the program should flow
Read below information in detail. Thank you!

1. Before Sam Is Introduced.

- If there is something before Sam, and his equipment is not yet set out for the presentation, Sam will need 2 to 3 minutes to set stuff up on stage BEFORE he is introduced. Please make sure your stage hands or volunteers that are ready to set everything up on stage before Sam is introduced. It should all be marked out during set up time. *Sam will not begin speaking until everything is set up first.*

2. Lights – When ON and When OFF.

- a. Make sure stage and audience is strongly lit in white lights. When Sam draws, the stage and room should be completely dark. This is the only time it gets dark.
- b. No spot lights while Sam is drawing. It casts a shadow and Sam can't see his work. Sam provides his own lights for easel, while its dark.
- c. WHEN TO GO TO Dark **Very important.** When Sam goes to perform his chalk art presentation, he will verbally ask for all the lights to go out – to dark. Please turn them off. Sam will have his own presentation lights and perform a multi-media show onto his canvas. The lights will be turned back on upon Sam's verbal request to turn them back on, but not until then.

3. After Sam is done speaking:

Whoever comes out after Sam and thanks Sam, Please make sure they acknowledge to visit and say HI to Sam at his table- outside.

Thank you!

“It seems like a lot to do, but it’s worth it. We are going to have fun and your audience will be “WoW’d”.” – Sam Glenn