

Living Voices | Setup Checklist

Your presentation involves a live performer who sits on a stool next to the video image. This performance is synchronized to the audio and imagery on the video. The setup and performance is very simple.

Setting up for your Living Voices show is easy and uses common equipment. You will need:

To play the video

a DVD player or
a computer/laptop or
a VHS player

To see the video

In most **small groups** you will only need a monitor on a cart or you can use your smart board / screen.

In **large groups** you will need a screen and a video projector

To hear the sound and the actor

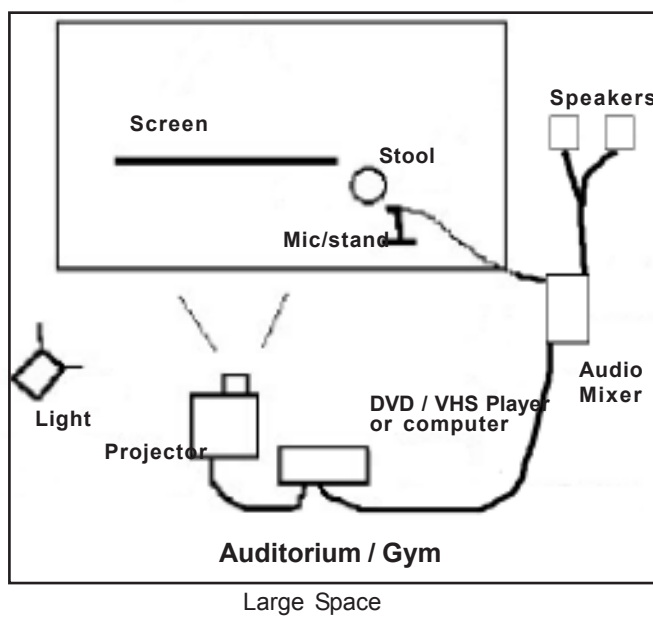
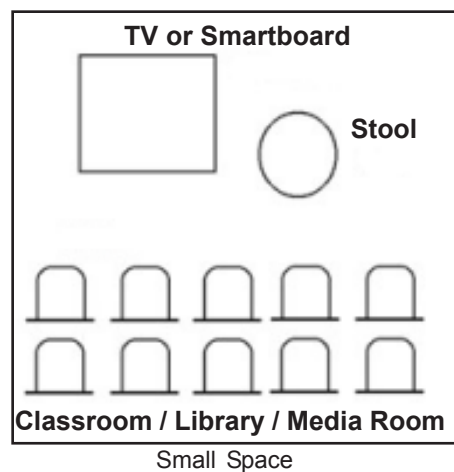
In small groups the audio from your monitor speakers should work fine.

In large groups you will need a sound system that allows you to amplify the sound from the video and a microphone (on a stand) for the actor.

Lights

In small groups don't leave the actor in the dark by turning off all the lights. Turn off only those that are needed to reduce glare in the monitor.

In large groups please use a special light (sometimes an overhead projector works) so that the screen and the actor can be seen with the house lights off.



Important pointers:

DON'T use computers/laptops as DVD players. Computers are unreliable DVD players. If you are using a computer/laptop to project the video the actor will bring the show as a video file that can be copied to your computer and played back. Your actor will have these files in both PC and MAC format.

In large groups - speakers that are built into video projectors cannot be heard but a large group. Don't amplify the sound by setting a microphone next to one of the speakers. This only creates feedback and ruins the experience. Take this time to make sure you have proper connections from your video player to your speakers.

Helpful suggestions

An extra stool or small table for the actor to place water and small props.

Take a look at our program previews on our website (www.livingvoices.org). Our previews show the programs in performance in different venues.

NOTE!! IF YOU USE A COMPUTER/LAPTOP, PLEASE REMEMBER TO:

- * Turn off your screen saver.
- * Turn off your Outlook or any email program.
- * Be sure your computer is not connected to any network or the internet.
- * Be sure there are no other programs running in the background.