

Speaking Checklist for Jennifer Kahnweiler

Event: _____

Date: _____

Here is a checklist to help you prepare for Jennifer's session.
Please contact us at Arlene@jenniferkahnweiler.com / 770-667-3042 or
Jennifer@jenniferkahnweiler.com / 404 316-6891 if you have any questions. Thank you.

Room Setup

- First row of seats as close to stage as possible
- Table, chair, and signing pen available for book signing
- Books and 4 X 6 book description cards on the book signing table
- Small table for laptop
- Podium on stage
- Chair or bar stool on stage
- Bottle of water

A/V Equipment

- Lavalier microphone (for Jennifer)
- Two hand held microphones (for audience)
- LCD projector
- Speakers for audio
- Audio and/or video recording arranged

General

- Handout PDF
(if applicable, it will be e-mailed to you; please print 1 week before program)
- Jennifer's introduction; please practice aloud beforehand — [link to Speaker Introduction](#)
- Provide Jennifer with your cell phone #, directions to the meeting room, and Twitter hashtag for meeting