

## LOGISTICAL AND A/V REQUIREMENTS



### For On-Site Keynotes

#### 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

### For On-Site Workshops

#### Room Setup

- ❖ Tables for 4-6 people (round preferred)
- ❖ 3 sticky note pads (3"x5") placed on each table
- ❖ Table, chair, and signing pen available for book signing
- ❖ Books and 4 X 6 book description cards on the book signing
- ❖ Bar stool or high chair
- ❖ Bottle of water

#### A/V Equipment

- ❖ LCD projector
- ❖ Speakers for audio
- ❖ Lavalier microphone (for Jennifer)
- ❖ Sticky note flip chart pad or white board
- ❖ Flip chart stand
- ❖ Markers

### For Virtual Presentations

- ❖ Virtual rehearsal recommended at least 48 hours before the program.
- ❖ Client-provided platform, technical production team, and a facilitator to monitor chats, launch polls, and share questions.
- ❖ Copy of the chat and presentation recording within 24 hours for responding to questions and comments after the program.

Please contact us for more information