

CARA BROOKINS

AUDIO VISUAL & PRESENTATION NEEDS

Below is a checklist that will ensure the best audience experience of Cara's program.

Please share this list with your Meeting Planner and AV Contact Person.

If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your seminar.

- **Microphone:** 1 wireless lavalier or over-ear microphone. *If Q&A is scheduled for audiences larger than 500, a runner with a wireless mic should be available.*
- **Sound:** A professional sound system capable of room-filling vocal audio is critical to a successful event.
- **Projector:** Speaker will project graphics/video via host provided laptop capable of playing a PowerPoint presentation from a flash drive. Please indicate whether you use standard 4:3 format or wide 16:9 format.
- **Computer:** Speaker will bring Powerpoint presentation on a flash drive to your event.
- **Stage:** Speaker does not require a lectern/podium. If one is used for other presenters, it should either not be positioned stage center, or, be moveable to allow for audience participation to take place on center stage for non-obstructed viewing.
- **Room Arrangement:** We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to clearly see and hear Speaker.
- **Live Camera Feed / Image Magnification:** If a live video feed is being projected via iMag, Speaker highly suggests a scheduled 15-minute rehearsal with camera operators and director.
- **Other:** Please provide a small table at the back of the room by the main exit doors for book display and related materials.
- Bottled water (room temperature)



MICHELLE JOYCE

— SPEAKERS —

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