

RACHEL SHEERIN

AUDIO VISUAL & PRESENTATION NEEDS



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

AS PART OF THE ENGAGEMENT, THE CLIENT AND THE SPEAKER AGREE TO THE FOLLOWING TERMS:

- The Client will provide the room setup and necessary audiovisual equipment including a wireless lavalier microphone, projector and screen, and a confidence monitor to be line-of-sight.
- If a lavalier microphone cannot be provided, a handheld microphone is preferred as a backup.
- The Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, unless mutually agreed otherwise. During the sound check, the Speaker will also meet with the person introducing her.
- Speaker will bring a thumb drive with her PowerPoint slide deck (that includes video files with sound) to the event with the presentation loaded and ready to transfer to the house computer. The Speaker will not provide her slides in advance of the presentation for review, as they are often customized and updated right up until show time.
- Speaker prefers to move around for maximum audience engagement. During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior to the presentation.



For booking information please contact Michelle Joyce:

Michelle@MichelleJoyce.com • 704-965-2339 • www.MichelleJoyce.com