

## 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.*

### **CLIENT WILL PROVIDE THE ROOM SETUP AND NECESSARY AUDIOVISUAL EQUIPMENT INCLUDING:**

- Wireless lapel or lavalier microphone (NOTE: Rachel would prefer that an over-the-ear or headset microphone is not used for her program.)
- Video projector, screen, and sound
- Wireless remote
- Wireless internet access
- Confidence monitor
- A bottle of water would be appreciated
  
- 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 use the house computer for her presentation. She will send her slides ahead of the event via Dropbox link and bring a thumb drive with her PowerPoint slide deck to the event. Her slide presentation includes video components and will be ready to transfer to the house computer. Rachel's slides are customized for every program and are often updated right up until show time.
- Speaker will push the slides herself via the wireless remote provided.
- 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 Tracy Cotton:**

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