



A/V and Room Set-up Requirements

A/V-Equipment

Power Point & Video:

Eliz will present Keynote/PowerPoint and video using a MacBook and a remote with a 50 foot range.

Client will provide:

LCD Projector of at least 1000 lumens compatible with MacBook

Remote for advancing PowerPoint slides if projector is out of 50' range

On-site A/V support to troubleshoot before and during the presentation

Screen: 8' or larger on a riser immediately adjacent to the speaker's riser.

Audio:

Microphone: Wireless lavalier microphone. For back up a 2nd lavalier or a wireless handheld (or corded with at least 50' of cord)

Audio connection for MacBook/projector: Eliz uses video with sound (from MacBook) and music played from an I-pod.

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Room Setup:

For safety, please be sure to tape down all cords!

Speaker's Riser: If your group is more than 100 people, a riser, platform or stage is needed for Eliz to be seen (she's only 5'3"!)

The presentation works best when Eliz is as close to the audience as possible.

Orient the room so that the stage is on the longest wall (to make a wide room rather than along room)

Seat audience so that all chairs face Eliz, or leave enough room between tables so that chairs may be turned after eating.

Eliz will wear red. Please do NOT use a red backdrop. If you are planning on using red, it is vital to let Eliz know so that she can adjust her wardrobe.

Provide a well-lit room, with extra lighting in the area where Eliz will speak, if necessary.

Darken the lighting over the screen (loosen or remove light bulbs if necessary)

Please **conclude table service** before Eliz speaks. (Coffee service is acceptable, but table clearing is very distracting to the audience)

Sales Table: Eliz will have educational and motivational items for sale. Please provide a draped table for these items.

Please note: Video or audio recording of the presentation requires Eliz's prior consent. The client must provide a copy of any recording (in editable format) within 30 days of recording. Recordings may not be sold.