

KAREN SANDS >

Audio Visual and Room Set up

To ensure we have a wrinkle-free set up, so I can do a standup presentation for you and your audience, please provide for these required items, suggestions, and requests:

AV equipment & Visual Aides:

- 1) Wireless lavalier microphone & set up
- 2) LCD projector & Screen with remote
- 3) Screen set to the side of the stage
- 4) Flip Chart with colored markers

Note: If I choose to use a slide deck for my program, I will provide you With a memory-stick prior to the event, and I will request to use your provided computer to avoid any techno-glitches. Please do not copy my program for sharing purposes unless I have given my written permission to do so.

Room set up

Please accept both suggestions for the room set up to conform with speaking industry standards, both for my presentation, and also for the success of the entire event.

For me these are critically important considerations because I'm a fire cracker high energy presenter.. Please consider when designing your event. I love to engage with my audience front and center. I'm

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moving all over the stage. Guaranteed I will move into the audience, and back and forth on stage.

- 1) The distance from the first row of seats/tables to the stage should be no more than 10'.
- 2) The preferred stage/riser height for audiences of up to 200 people is 6'12". For audiences of more than 200, 12'-24" vertically is best.
- 3) Please move the lectern to the side of the stage.

Much. Appreciated. Karen

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