



Audio Visual Requirements and Room Setup

Meeting the following requirements will help to insure a great program.

Equipment Required

- Wireless lavalier microphone
- LCD projector that plays a DVD with sound
- Screen set to side of stage
- Clock in the room

Room Setup

The following suggestions are important not just for the effectiveness of Ann's presentation, but also for the overall success of the event:

- The distance from the first row of seats/tables to the stage should be no more than 10 feet.
- The ideal stage/riser height:
 - for audiences of up to 200 people, 6"-12" in height is appropriate
 - for audiences of more than 200 people, 12"-24" in height is appropriate
- Lecterns should be removed, or pushed to the side of the stage.
- Ann is a high-energy, high-content speaker who loves to connect and engage with the audience. This means she moves around the stage, and often out into the audience.
 - Please take this into consideration when planning your event.

If you have any questions, please do not hesitate to call us at 1.888.676.6943.