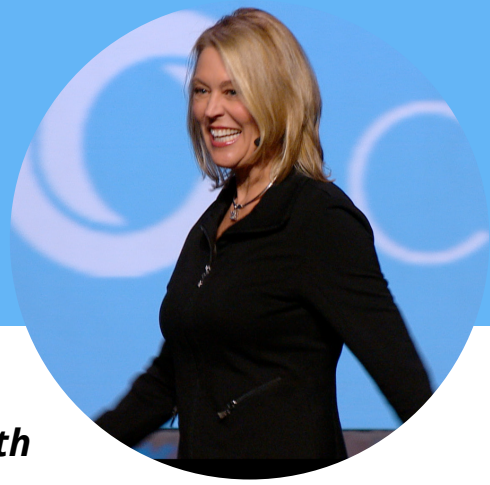


## AUDIO VISUAL & PRESENTATION NEEDS



*Below is a checklist that will ensure the best audience experience of Colette's program. **Please share this 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.*

- ☐ The Client will provide a well-lighted room and necessary audio visual equipment including:
  - dual ear headset (wireless, over both ears) or a handheld microphone
  - **PLEASE NOTE:** Colette would prefer a lavalier microphone is **not** used for her program.
  - video projector and screen wireless computer remote
  - confidence monitor or place for laptop to be line-of-sight
- ☐ The Speaker will bring her presentation on a thumb drive to be uploaded to the house computer at the time of her AV check onsite. She will run her presentation from the house computer via wireless remote and does not need a live Internet connection for the presentation. The Speaker will not provide her slides in advance of the presentation, as they are updated up until show time.
- ☐ If requested, the Speaker will use Client-provided slide template for the introductory and closing slide. The presentation will be on PowerPoint, landscape orientation, 16:9 aspect ratio.
- ☐ The Speaker and Client will meet at least 60 minutes prior to the Event for an AV and sound check, unless mutually agreed otherwise.
- ☐ During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage. The Speaker does not use a podium during the presentation, other than to hold her laptop, if required by stage setup. If you do not need for your own purposes, Speaker prefers no podium on the stage.

## AUDIO VISUAL & PRESENTATION NEEDS

- ☐ If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior the presentation.
- ☐ Colette prefers any upbeat, energetic music for walk on/off, if client desires.
- ☐ The Client is permitted to livestream the event at the time of the presentation and/or audio record or video record the presentation for archival purposes if Client also provides a copy of the raw master footage, The Client is also permitted to distribute the recordings after the event to registered attendees or employees who were unable to attend the live presentation, as long as the recording is password- protected on an internal site, removed after 90 days, and is not shared publicly.

*If you have questions or are unable to provide any of these items, please call Michelle Joyce at 704-965-2339 or email [michelle@michellejoyce.com](mailto:michelle@michellejoyce.com).*