

Audio Visual & Presentation Needs

*Below is a checklist that will ensure the best audience experience of Colette's program.
Please share this list with your Meeting Planner and AV Contact Person.*

Obviously, smaller groups don't require the same needs as larger groups with thousands in attendance. 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 seminar. If you have a question, just ask.

• **Dual Ear Headset or Handheld Microphone:** A headset microphone (wireless, over both ears) or a handheld microphone.

PLEASE NOTE: Colette would prefer that a lavalier microphone is not used for her program. If a headset or handheld microphone cannot be provided, please let us know.

○ If your workshop involves audience participation, please provide a second, hand-held, wireless microphone for participants.

• **Screen: A large computer projector screen, raised as high as possible off to the side of the main stage.** ○ Split Screen: If using two, large screen monitors and projecting Colette's image on the screen during her presentation, split screens are preferred – with one screen projecting live camera feed and the second screen showing Colette's PowerPoint presentation.
○ If screens are positioned to the sides of stage, please provide a table for laptop or a confidence monitor to allow viewing.

• **Projector:** Video/data projector to interface with laptop computer. ○ This should be a current model projector (minimum 1024x768 VGA resolution) bright enough to be seen on the screen without dimming the room lights.

• **Sound:** Colette will let you know if she needs a sound cord with a mini plug from the house sound system to Colette's laptop, so that she may play sound from her computer.

• **Lights: The room should be either fully or almost fully lit to maintain a high energy level.** ○ Please make sure there is lighting directly on the stage or riser location even in small break-out rooms. If you can't see Colette's face from the back of the room, please light.
○ Please be sure that there are no floodlights or house lights over the screen. Lighting is a problem in most meeting rooms, and if often a bulb by bulb project with the hotel.

• **Room Arrangement:** We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to clearly see and hear Colette, and to include both her prop skit and visuals on screen(s). ○ Close proximity is the reason energy and laughter are so strong in comedy clubs. If choosing table rounds, please leave as little space as

possible from the stage to the front tables and just enough room for people/servers to pass through. Set the room for just enough people as the number of attendees usually fill in the back and leave empty tables upfront creating more distance from the stage.

- **Riser/Staging:** Colette prefers to be elevated above the floor level appropriate to the room size (Six to eight-inch risers for small rooms; higher for larger rooms.)
 - One, 4-foot long table or two round cocktail tables (draped) for Colette's props off to the back side of the stage/riser. If only a six-foot table can be found, that will work as well.

- Colette does not use a lectern. Preferably, the stage will be free of any lectern, or at least moved off to the side, pulled back, and out of the way. When a lectern is in the middle, audience members cannot easily see the interaction on stage during the prop skit.

- If a head table is utilized, you may consider placing a short riser in front of it and relocate the table's occupants to other seats during Colette's program so that she can use the head table to hold her props.

- **Educational Products Table:** If you have approved the sale of Colette's materials after the event, she will need a 6-foot or 8-foot long, draped table to display products in back of room. (Please check in advance to see if Colette will be bringing materials.)

- **Music:** If using walk on and/or walk off music, Colette suggests the following AND is happy to go with whatever you have that is high-energy:

For Leadership, Sales or Connection Programs: The chorus of John Mayer's song *Say What You Mean to Say* or Sarah Bareilles song *Brave*. (Any high-energy music will do as well)

For Stress Programs: Taylor Swift's chorus of *Shake it Off*.

- Colette's programs are very interactive and engaging, please try to fill the seats in the front of the room for energy.