

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.

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.
- **Confidence Monitor:** If screens are positioned to the sides of stage, please provide a table for laptop or a **confidence monitor** to allow viewing. **Please have current slide/next slide on the confidence monitor.**
- **Power Point:** Colette's laptop is a PC. **Since she tweaks her PPT up until the bitter end due to customization, she will send a Dropbox link the day prior. As backup, she will bring both a thumb drive and her computer onsite to sound check.**
- **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 (if using).
- **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 **PPT is visible** on the screen given hotel lighting. Too often lights are turned off which darkens the stage.
- **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.)
 - **FOR COLETTE'S PROP SKIT:** One, 4-foot long table or a round cocktail table (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** - so even people in the corners can see the middle of the stage without being blocked. 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 is happy to go with whatever music you have that is high-energy.
- If the presentation is being held during a meal, it is preferable that food consumption is over and dishes are cleared before the presentation begins.
- 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 (no PPT mixed in).** 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.**
- Colette's programs are interactive and engaging. Please try to fill the seats in the front of the room for energy.

