



A/V NEEDS

I can't wait to meet your group!!

Here are my standard Audio/Visual needs (I'll let you know if I need something different for your session). I promise to keep it simple!

- Microphone:
 - Preferred – Headset (aka "countryman" mic)
 - Next best – Lavalier mic
 - Next best – Handheld
- LCD projector and screen/monitor
- Sound hookup for my laptop (I am on a Mac)
- Access to power outlet for laptop
- Confidence monitor and/or podium for my laptop

Other Miscellaneous Needs:

- Your cell phone number so I can text you when I arrive (so you have one less thing to worry about!) or to let you know if there's a problem (I know that would give you something to worry about, so we'll just hope that doesn't happen...and it's better to be safe than sorry!).
- Information on your group, who they are, their challenges, any inside jokes, current events, and how you want them to feel when they leave my talk. (We'll cover this in our prep call, yet I'm putting it here just in case.)
- Details on tech or dress rehearsals.

Thanks!

Rochelle