

Audio-Visual Check List

Requirements During Planning Stages:

1. Room Set-Up is critical for success of Amanda's Presentation:

- Please use curved theatre seating with side aisles.

This is necessary for group dynamics.

- With no more than six feet between stage and 1st row.
- Please try to ensure that the seat number matches the audience number. It really helps the success of the presentation if every seat is filled, especially the front rows! Amanda would appreciate anything you can do to facilitate that.

2. For after dinner/lunch speeches

- Please ensure that people are not eating.
- All table service needs to be stopped during the presentation.

Audio Visual Requirements:

- **Microphone** - Amanda has a countryman E6 Headset that plugs into the Shure brand belt pack so if you can arrange to have a wireless Shure microphone - it would be great! If not, please discuss with Amanda prior to the event. Thank you!

- **Stage** - High enough for everyone to see her face and body. Height depends on number of people; minimum 8' wide and 6' deep.

- **Lights** - Full house lights and a full stage wash.

- **Two Flipcharts** – Side by side, with markers.

- **CD player** - Able to plug into the house system. Accessible to either A/V technician or to Amanda.

- Please **remove all podiums or lecterns** from the stage or please move to the back and side of stage. Amanda does not use them and they obstruct audience views of her.

Two Months Before Event: Very Important

- Please return the **questionnaire**.
- Please **send** a copy of your **agenda** or working **conference timetable** so that Amanda can prepare accordingly.