



Amanda Gore, Audio-Visual *Check List*

Requirements during planning stages

1. Room set-up is critical for the success of Amanda's presentation

- Please use curved theater seating with side aisles if possible. This enhances the group dynamics. Classroom is also great. If you use round tables, please try to make sure they are close together and not too far spread out.
- And if possible, have no more than six feet between stage and first 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 or lunch presentations

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

Audio visual requirements

- **Microphone**
 - If you can arrange to have a wireless Shure brand lapel/lav microphone, it would be great! I have my own headset for that brand.
 - If not, please make sure it is a lapel/lav microphone with headset.
 - Please let Amanda know if it won't be a Shure and what you have organized.
- **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 and one whiteboard:** side by side, with markers and paper (preferred option).
 - If you cannot provide the above, please provide 3 whiteboards or 3 flipcharts and paper.
- **Song and video:** Amanda will need to play a song or video very loudly at the end of her presentation. She will have the song on a USB drive so it can be uploaded into your computer if you prefer. Amanda may play a video during her presentation; she will bring this with her on a USB stick, so please have the ability to project video to screen.
- **Podiums and lecterns:** please remove all podiums or lecterns from the stage if possible, or move them to the back and side of the stage. Amanda does not use them and they obstruct audience views of her.
- **Social media slide:** so many people want to know Amanda's social media information that we have created a PowerPoint slide. Please show this at the end of Amanda's presentation. There is a copy of this where you downloaded this file.

Two weeks before the event: very important

- Please return the enclosed questionnaire.
- Please send a copy of your agenda or working conference timetable, thank you.