

**ASK
 MORE.**

**Assume
 Less.®**

The purpose of this room set up and these A/V requests are to ensure you have the **best event possible.**

MICROPHONE:

Shari will bring her Countryman lavalier microphone for events with more than 40 people. Please secure a mixer/sound system, and ask the conference location for assistance hooking Shari's microphone up to their sound system. (It's very easy. A/V staff are familiar with this.)

If using Shari's microphone is not possible, please secure a wireless lavalier microphone. If a wireless lavalier microphone is not available, a handheld microphone is an alternative. No cord please.

ROOM SET-UP:

Classroom style seating or round tables, set up crescent style with 5 or 6 chairs per table, so all participants can see the front of the room.

RISERS/STAGE:

Please order 12' to 18' inch risers or a stage for Shari to stand on if there are over 100 participants.

LAPTOP:

Shari will use her own laptop.

CABLING:

Please ensure an extension cord with multiple plugs is available.

LIGHTS:

The room should be as bright as possible/house lights full up.

WATER:

Please have a pitcher of water, without ice available for Shari. This isn't meant to be high maintenance. Chewing ice and public speaking are a bad combination.

PODIUM:

Shari is a "wanderer" and doesn't speak from behind a podium. If other speakers are using a podium, please place the podium on the side of the stage, if possible.

Please have a cocktail table on the stage/in front of the room for Shari's supplies.

Nothing additional is needed on the stage –chairs, extra tables, etc.

LCD PROJECTOR AND SCREEN:

Please provide an LCD projector and a large screen.

Please set the projector and screen on the left side of the stage/room (when facing the back of the room), rather than on the stage or in center of the room. Having the projector and screen off to the side will enable Shari to walk around without walking in front of the projector. See the drawing below.

