

## RIDER + ROOM SETUP REQUESTS

Thank you for inviting me to be a part of your upcoming event! The way I look at it, I am working for you, and alongside you, to make sure that your attendees have the maximum experience possible. You can count on me to be prepared to deliver an outstanding performance.

The setup of the room can have a substantial impact on the experience the audience walks away with. You can have confidence that I have presented in all different types of environments and part of my service to you is that I can work within whatever limitations you may have.

However, it'd be great if you could assist me by doing your best to make the following accommodations (as much as possible):

- Please allow me to use my own laptop, since I have several effects, transitions, videos, audio clips, and automatic timings embedded into her presentation. I have a Mac, but I will bring the necessary adapters.
- At least one projector and screen setup for a laptop computer. Please have the screen(s) setup to where they are not in the middle of the stage, as I will be walking in that space most of the time.
- A stage (if more than 100 people will be in the audience)
- Sound to be available directly from laptop through the house speakers.
- Microphone preference (in order): wireless lapel, wireless headset, wired lapel, wireless handheld, wired handheld. If possible, please have a backup readily available. No mic necessary if less than 30 attendees.
- Please no food or servers coming in or out of the room during the presentation.
- Please no recording devices unless approved in advance.
  - I do ask for a copy of the footage, if you decide to have the presentation recorded.
- It is also highly preferred that the audience have a break immediately before and immediately following my presentation.
- If convenient, please schedule 15-20 minutes for me to be able to walk the stage of the speaking area and to perform a sound check prior to my speaking slot.
- If convenient, please have a large clock in clear sight from the stage so I can help keep the schedule on track.
- If convenient, please request a confidence monitor to be placed below center stage.
- Please check with me before posting any of the content (slides, handouts) online for download, and please do not include any of our slides into handouts for the audience without discussing it with me first.
- Please have 1 bottle of water on stage (just in case).

Additionally, I've noticed that many of my clients sometimes have questions about the following items:

- DIET: I like healthy options, and I am highly allergic to flaxseed, or any product of flax.
- ATTIRE: I speak to all types of audiences, so please let me know if there is a certain type of dress code for your event. Happy to accommodate whatever y'all have going on.

Thank you for taking the time to review these requests. I look forward to meeting you and your group very soon and to having a fantastic program!