



## **A/V Needs and Room Set Up to Ensure the Least Excitement and Drama Before Your Program**

### **Please have available:**

Your organization's laptop; Karen will bring a flash drive.

An LCD projector, on one small table, along with the computer.

A cordless lavalier microphone or ear headset for audience sizes over 40 people.

- ✓ *Please ensure the availability of an A/V person and sound check 30 minutes prior to the start of the program.*

### **Podium/Lectern/Table**

Karen is a mover and shaker and she does not speak from behind a lectern or podium. Karen always creates audience engagement, and she may invite audience members on stage as a part of her program. If it is necessary for a lectern to be on the stage for other parts of the day, please move it to the side during Karen's presentation.

### **Visibility**

Who wants to attend a live program and not be able to see the presenter?

With groups of 50 or more, Karen will be more visible on a raised platform of approximately 12 to 18 inches. For audiences over 200 people, it is preferable to have a two-foot-high stage with a minimum width of 12 feet.

### **Other Considerations**

- Please provide flip charts and large markers for presentations over one hour and for all workshops.
- Please do not set up the projection screen in the middle of the stage, if possible, unless the screen is above the presenter.
- Please ensure that the lights in front of the screen are turned off, and please keep all other lights on.
- If using theater-style seating, please ensure that the middle aisle is no wider than six feet.
- If using round tables, please have no more than six people per table.

### **Can We Record Karen's Presentation?**

Yes, with prior authorization and agreement on usage. We require that we receive a Master Copy of the entire uncut recording. Please contact us to discuss various recording and licensing options ([Karen@KarenSnyder.com](mailto:Karen@KarenSnyder.com) or 301-233-6784).