

# AUDIO VISUAL AND STAGE PREFERENCES FOR AUDREY THOMAS, CSP

Please notify our office if you are unable to meet any of these requirements.

## SOUND

- Wireless Countrymen E6 type mic for best sound.
- 2nd choice: UHF wireless lapel mic (Shure preferred). Audrey will use her own Countryman earpiece with your transmitter pack.

## LIGHTS

- Bright stage lighting is recommended for best audience experience. House lights should be up full.

## STAGE

- For audiences larger than 60, please arrange for a stage platform raised at least 18 inches.
- If a podium is on stage, please remove it or at the least, place it off to one side. Audrey will not use it.
- One small round cocktail-style table with covering, placement off-center.
- Please notify our office with a description of the stage design and color. Audrey wants to avoid blending in, making it difficult for attendees to see her.
- Please use as large of screen(s) as possible. Audrey demonstrates Microsoft Outlook during some of her presentations so the larger the better.
- Please notify Audrey if a Confidence Monitor will be in place.

## CABLING

- Please provide a long cable, with audio, that will reach from your LCD projector to Audrey's laptop.
- Audrey's laptop will be placed on small cocktail-style table on stage.
- Audrey will use her own remote to advance PowerPoint slides.

## OTHER

- Seating: Crescent rounds preferred; for keynotes, theatre style is fine (chevron preferred)
- No open bar or plate clearing during presentation, please.
- Please make available a pitcher of water (room temperature).