



ROOM/AV SETUP

A good room and AV setup can truly enhance the material that Terry delivers. Please discuss any changes to the room and AV setup prior to the presentation. We are flexible with our request and endeavor not to inconvenience the meeting planner, but recognize that an ineffective room setup can sabotage the best presentation.



Wireless tie-clip microphone



Client to provide screen and projection system



Terry will either bring her laptop or her presentation on a USB flash-drive



Mini-jack cable into the house sound system so that video and audio clips can be played from Terry's Power Point presentation



STAGING

Terry is an extremely mobile speaker and prefers to move within the audience while speaking. If a podium is being used, please move it back a few feet for her presentation.



LIGHTING

Whenever possible, dim the lights directly above the screen but leave house lights on. This ensures that Terry can see her audience and the audience can see the screen.



RECORDING

Taping is welcomed! Please advise Terry prior to the event if you plan on having it recorded.