

Traci Bogan's AV Specs

Keynote and Presentation Set-up:

- Wireless Lavalier microphone or headset is preferred
- Table up front to hold notes and supplies
- Screen and LCD projector needed
- A stage or riser is preferred if more than 60 attendees
- Table in the back of room for books and resources
- NO lectern or podium on the stage (if possible)

Workshop and Break-Out Set-up:

- Wireless Lavalier microphone or headset is preferred
- Table up front to hold notes and supplies
- Screen and LCD projector needed
- A stage or riser is preferred if more than 60 attendees
- Table in the back of room for books and resources
- NO lectern or podium on the stage (if possible)
- Round table seating for audience members (eight per table is preferred)

Suggestions to create a productive environment:

- Use upbeat music as attendees enter the room.
- Tape off the back rows so attendees fill the front rows.
- Include a suggestion to shut off cell phones before program begins.
- Have water available for audience members.
- Thank the audience members for attending the event.

The client will provide the following set-up:

- Wireless Lavalier microphone or headset and back up mic with at least 50' of cord
- Connection to sound system or speakers for audio generated by I-Pod/laptop
- Table up front to hold notes and supplies
- 8 Ft + Screen/LCD projector 1000+ lumens needed/onsite support for trouble shooting.
- A stage or riser is preferred if more than 60 attendees
- NO lectern or podium on the stage (if possible)
- Table service concluding before Traci speaks. (Coffee service is acceptable, but table clearing is very distracting to the audience.
- Round table seating for audience members (eight per table is preferred). Leave enough room between tables so that chairs may be turned after eating.
- A well-lit room, with extra lighting in the area where Traci will speak, if necessary. Lighting over the screen darkened (loosen or remove light bulbs if necessary)
- A draped table for the sale of educational and motivational items in the back of the room.
- Use upbeat music as attendees enter the room.
- Tape off the back rows so attendees fill the front rows.
- Include a suggestion to shut off cell phones before program begins.
- Have water available for audience members.