



## AV Requirements for Barbara Wichman

Barbara's AV requirements include

- A cordless headset microphone.
- A second microphone for the person introducing Barbara.
- A wireless handheld microphone or microphone toss box for audience questions
- Small draped table for water and water
- Wireless remote presentation clicker
- Rooms with round draped tables or chevron style seating

Please remove any podiums.

If a screen is used and centered in the front room, please move the screen off to the side if there is going to be the possibility for Barbara to walk into the actual projection. Barbara enjoys seeing the audience, and those bright projection lights have a blinding impact!

If the presentation is videotaped, Barbara grants permission for the client to use the video internally only provided the client agrees to present Barbara a copy within 30 days of the presentation date.

These requirements are intended to make the day as easy as possible for the organizers and for Barbara to eliminate the organizer's stress with last-minute requests. Last-minute changes add cost, and she wants to respect your budget.

Here are additional questions to help Barbara plan:

- What is the best outcome you want to achieve as a result of Barbara's speaking?
- Who is introducing Barbara, and will you provide them a copy of the introduction which is available on the website?
- What is the dress code for this event?
- Where does Barbara fit into the agenda? What are her beginning and ending speaking times?
- Who is the contact for the PowerPoint deck providing she uses one?
- Will there be a table provided for book sales?

Logistic questions:

- What is the nearest/best airport if Barbara is flying in?
- Will there be a ride arranged, or should Barbara plan to arrange her transportation?
- What is the name of the hotel? Will you be handling reservations?
- Who should Barbara contact when she arrives?
- Is there anything specific Barbara needs to know or do to ensure a successful engagement?