

AV Requirement and Room Set Up



A-V Requirements:

- Wireless / cordless lapel, lavalier or 'Madonna' microphone to be hands free when presenting.
- Slides / PowerPoint, if required, can be supplied 24hours prior to the event or Sally will bring her presentation on a USB and she can bring her Mac (PowerPoint for Mac file) and she has the connector for Mac to projector.
- A clear stage with a small table that has room temperature jug of water and a glass.
- Sally's face is one of her best visual aids (you'll see what she means), so as much light as possible and a lit staging area gives the best results.

Room Set Up

- Where possible Sally will involve and move into the audience, so if a stage is used, a convenient and safe location of the steps is appreciated
- If meals are served as part of the event, please ask servers to stop completely while Sally is speaking. Sally knows and appreciates the staff want to clear tables however it is a major distraction. Please do discuss with Sally the options of splitting the speech or presentation if that helps to accommodate a meal service.
- Please advise Sally of the room layout: theatre style seating, cabaret style with tables, etc. This will help Sally to create even more opportunity for audience interaction and participation.
- Table covered with a cloth in a high traffic area for selling her products
- Please feel free to discuss with Sally, the opportunity to record your event. Sally is more than open to accommodate, however some conditions do apply.

Contact Sally on 0401 442 474 or sally@sallyfoleylewis.com.au