

WENDEE LEE CURTIS

AV & TECHNICAL REQUIREMENTS

This checklist sets Wendee and your audience up for the best possible experience. Please share it with your meeting planner and your AV contact ahead of the program.

AUDIO

- Wireless lavalier microphone (preferred), or a wireless earset microphone
- Professional-grade sound system, tested 30 minutes before the program starts
- One backup handheld microphone on standby
- For interactive segments: two to three wireless handheld microphones for the audience

VISUAL

- Slides provided in advance on a thumb drive in PowerPoint format, loaded and tested before the program
- High-resolution projector (1920 x 1080 minimum), or large display screens
- Confidence monitor positioned in the speaker's line of sight
- Wireless clicker or remote to advance slides
- A small table or stool, stage left or right, for water and materials

STAGE & ROOM

- A clear, unobstructed path onstage so Wendee can move during interactive segments
- House lights up enough for the audience to see one another when the room participates

Questions or challenges with any of these? Reach out right away and we will sort it out together.

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