



Room Set Up Preferences

Please share this page with the AV/Room Set Up Coordinator

Thank you for booking me for your event!

I look forward to the opportunity to help you achieve your goals through my presentation. As a professional speaker, I've seen hundreds of speakers and events. Through that experience, I've learned what works and, perhaps more importantly, what doesn't work. I've prepared this collection of technical requirements to help us work together. You'll want to share this information with your A/V team as well.

Let's get a few things out of the way:

- I'm not trying to be difficult. Everything on this list is flexible. However, I do ask that we have conversation if you can't provide something I prefer.
- Things happen. As a professional, I'm prepared. No matter what happens from a technical perspective, I'm going to put on a great program.
- We're partners. I'm here to help you put on a great event. As your speaker, I'm committed to doing everything I can to make a presentation successful.

Meredith Will Provide:

- **Laptop** - To ensure the success of your event, Meredith presents using her own laptop. She uses a 13-inch MacBook Air with an HDMI port. Meredith will provide a VGA and a HDMI dongle.
- **Slides** - Meredith's slides are in Keynote (not Power Point) and they contain many custom fonts, audio, and video files which is why she needs to present from her own laptop.
- **Presentation Remote** - Meredith will bring a Logitech Spotlight presentation remote to advance the slides.
- **Earpiece Microphone** - Meredith will bring a Samson SE50 omnidirectional earpiece microphone with 4 adaptors to plug into your wireless body pack transmitter.

Client Will Provide

- **LCD Projector & Screen** – Please use as large a screen as possible. For large audiences, consider two screens. If the screens are not ceiling mounted, position



them to the side of the speaking area at an angle (not on or behind the stage/speaking area). If the LCD projector is not ceiling mounted, please place the projector on a small draped table opposite the screen. **Please advise us 60 days in advance of the presentation if the screens are going to be widescreen (16X9) so the slides can be modified before she arrives onsite.**

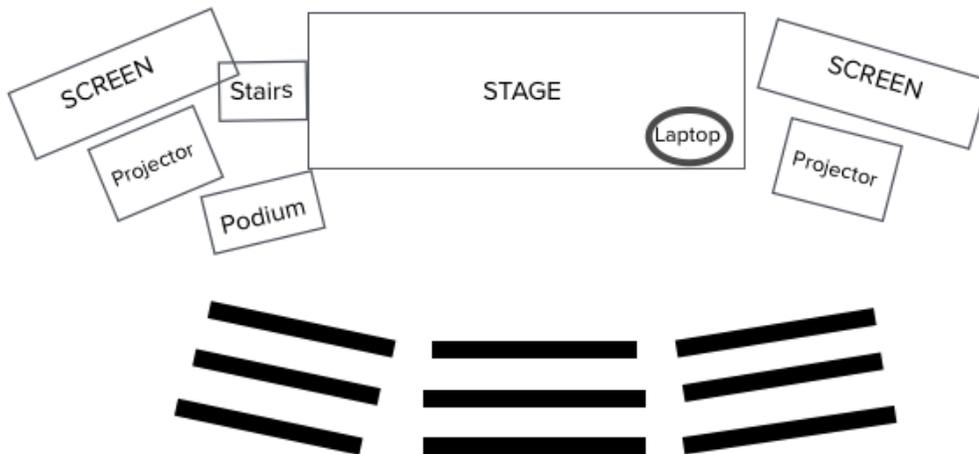
- **Microphone** - For groups over 30, Meredith recommends a microphone. Please provide a wireless body pack transmitter that connects to the sound system.
- **Sound for Laptop** - Meredith uses audio and video clips in her presentations. Please provide an RCA cable for her laptop that is connected to the sound system.
- **Table for Meredith's Laptop** – Meredith needs access to her laptop while presenting because she frequently exits the slides and does live online demonstrations. Please see the diagrams for suggestions on how to position the table for the laptop. Please note extra-long cabling will be needed to connect the laptop and projector since they will not be located on the same table.
- **A/B Switch** - If another laptop is going to be used prior to Meredith's presentation, please provide an A/B switch so both laptops can be connected during set up and remain connected once the program begins.
- **Additional Table** - If Meredith is permitted to sell books at the event, please provide (1) six foot skirted banquet table in the back of the room or off to one side of the speaking area. Please keep the table inside the meeting room.

Room Set-Up

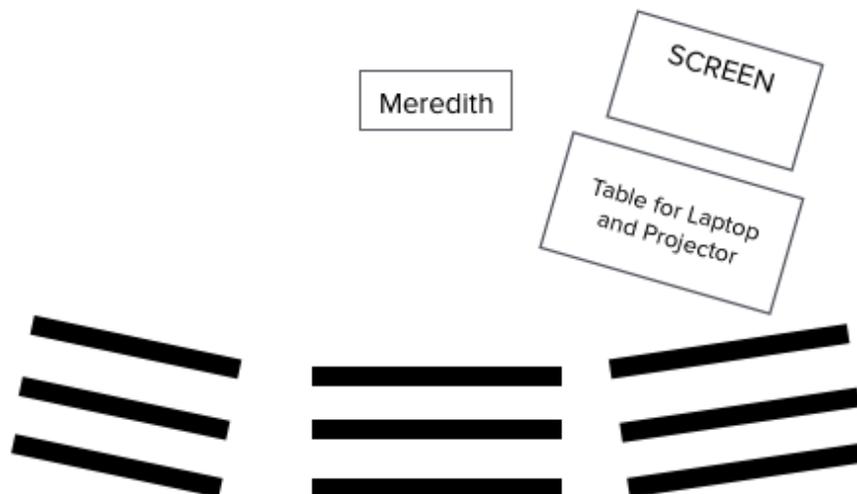
- **Lighting** - Meredith prefers the front of the room where she will be presenting to be well lit. Please do not dim the lights in the room. The ideal location for the projector screen is in the corner of the room with no light shining directly on the screen.
- **Staging** - For groups larger than 50 a riser/stage is ideal so everyone can see Meredith. Please remove everything from the stage except a table for her laptop. Meredith does not need a podium or head table on the stage.
- **Seating** - Classroom or theatre style seating is preferred. If doing round tables, please set the tables in crescents so everyone at the table is facing the front of the room.

Room Set Up Diagrams

If there is a stage - Meredith would like access to her computer on the stage or instead a monitor placed on the floor so she can see the slides without turning her back to the audience.



If there is no stage - then this set-up is ideal





Meeting Room Set Up Checklist

- ___ Confirm screen size with Meredith, 4X3 or 16X9
- ___ LCD Projector and as large a screen as possible
- ___ Skirted table for Meredith's laptop, positioned on stage
- ___ Sound system if more than 30 participants
- ___ Wireless microphone bodypack transmitter
- ___ Wifi or wired Internet connection
- ___ AC power for laptop with extension cord and power strip
- ___ RCA sound cable for Meredith's laptop
- ___ A/B switch if multiple laptops are being used
- ___ Mats or tape to cover cords
- ___ Handouts for each participant
- ___ Name tags or tent cards with first names written very large
- ___ Pen and/or pencils for participants
- ___ Wifi password for event posted or given out
- ___ Tables and chairs for participants set up in a way that they can see Meredith and the screen
- ___ Table(s) for sponsors and Meredith's books (if applicable)

Questions? Don't hesitate to call or email us! You can reach Meredith at Meredith@creatingwow.com and Allen at aoliver@creatingwow.com.