

## Audio/Visual and Venue Requirements

My role is to ensure the greatness of your program.

### Meeting these requirements will help:

- A Wireless lavalier microphone lets Sharon move around the room and interact with the audience
- LCD projector if power point is presented
- Screen set to the side of the stage; it will be used only if power points are needed for continuing education sessions
- Any recording of Sharon's program is not included as part of the speaking agreement. Recording fees can be discussed on an individual basis. If the session is recorded, be sure to have the audience recorded and synced with the speaker's microphone.
- You will have my intro from my website; a customized version will be sent just prior to the program

### Room Setup:

These suggestions will make my presentation more effective; they will also enhance the overall success of your event:

- A center aisle is preferred to allow mingling with the audience
- A draped table at the rear of the room
- The distance from the first row of seats/tables to the stage should be no more than 8 feet
- The ideal stage/riser height for audiences of up to 200 people is 6" to 12"; for audiences of more than 200 people, 12" to 24" is appropriate
- Podiums should be removed or pushed to the side of the stage if needed for other sessions

*I'm a high-energy, high-content speaker, and I love to connect with my audience. I'll move around stage- and also into the audience. Please consider this when planning your logistics.*

If you have any questions, please contact me at 202.798.0092 or [info@sharonmweinstein.com](mailto:info@sharonmweinstein.com)

Thanks so much!