



Donalee Gastreich
#1 Best-Selling Author,
Speaker and Trainer

**Audio / Visual
&
Room Set Up
Requirements**

Audio/Visual Requirements

With no more than six feet between the stage and the Audio Visual Requirements; Donalee requests the following to help her make her presentation great:

- Wireless lapel mic (
- • Power point - Donalee will bring her presentation on a USB prior to the session it will take 1 minute to load (she will generally be there 1 hour prior - transfers permitting)
- Lectern
- House lights up and a full stage wash
- Sound check to be done at the break before her speech
- Flip chart or dry erase board always nice

Staging Requirements;

- Stage - High enough for everyone to see her face and body. Height depends on number of people; The stage should be large enough for the presenter to move around freely, a minimum 8' wide and 6' deep.
- First row of seating to be 6 feet from the front of the stage
- Lectern (please ensure all podiums or lecterns are at side of stage so they do not obstruct the audiences view of her and minimize her ability to move on stage.
- Flip charts (at an angle able to be seen by the room, when facing the stage they should be towards the right of the stage, just off center)

For After Dinner, Lunch or Breakfast Speeches

- Please ensure that people are not eating.
- All table service needs to be stopped during the presentation.

One Month Before The Event;

- Please complete and return the provided questionnaire.
- Please send a copy of your agenda or working conference timetable so that Donalee can prepare accordingly.

Room Set-Up is critical for the success of Donalee's Presentation:

Please try to ensure that the seat number matches the audience number. It really helps the success of the presentation if every seat is filled, especially the front rows! Donalee would appreciate anything you can do to facilitate that.

For groups of 10 - 30 people

If the presentation is a 45-90 minute keynote then theatre style as per diagram 2 below is preferred.

For workshops over 90 minutes, it is recommended that attendees are able to write notes and round tables are most suitable - See Diagram 1

Donalee prefers as many tables as possible to be close to her in which even room layout allows for this.

For Groups of over 30 people

Please use curved theatre seating with side isles. This is necessary for group dynamics (See diagram 2)

Diagram 1

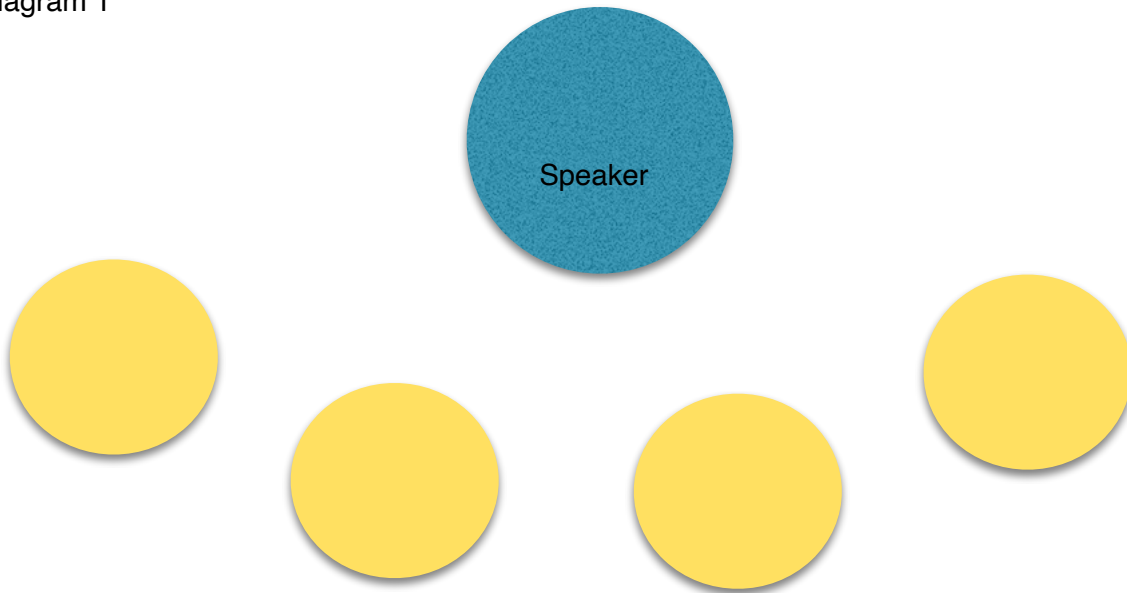


Diagram 2

