

# Jo McGuire's Event Room and A/V Setup

Proper setup of your event space is key for maximum success. Below is information about Jo's needs which will add to the quality of your meeting. If you have any questions, please call and we would be more than happy to assist you.

## Audio/Visual Materials

- a. Wireless lavalier/lapel microphone is preferred.
- b. White projector screen
- c. Projector
- d. Laptop

Jo will provide her Power Point presentation on a flash-drive at time of the event. If her presentation is required in advance, it will be sent via email.

Handouts: 1) a PDF file containing printer-ready handout pages will be emailed to the Client two weeks prior to the event date. 2) The Client is responsible for printing and distributing handouts, as well as the Presentation Feedback Form, to Client's attendees. 3) Once the Presentation Feedback Forms have been filled out and collected, please provide Jo with originals.

## Staging

- ✓ If a podium is being used for Jo's introduction, please set it back a few feet and off to the side from the front of the stage or the area where Jo will be presenting, so that Jo can walk into the presentation area unobstructed. Jo prefers to be able to move around freely during her presentation versus being tied to a podium.
- ✓ A four foot table (rectangle shape preferred) near the stage or front of the room, please set it off to the side a few feet, for Jo's props and support materials. Please set a pitcher of ice water and a glass for Jo on the table.

## Lighting

- ✓ Please dim the area around the projector screen (unscrew ceiling bulbs above the screen, if possible), but leave full house lights on during Jo's program. Jo needs to see audience faces and they need to see her facial expressions as well.
- ✓ As mentioned above, Jo moves around during her speech/training presentations. If the room has spotlights, please aim them toward the very front of the stage.

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