

TERESA ALLEN
Audio Visual Requirements / Room Set-Up Suggestions

I want to make your event as successful as possible. Please call to discuss the specifics of YOUR program. Here are a few things we may need:

Audio/Visual Requirements:

ALL PROGRAMS:

Projection System/Laptop and Display Screen

**important – Teresa will NOT bring a laptop to connect to your system/please provide

Please point laptop screen toward Teresa or provide video monitor –

on wide rooms we suggest two screens

Teresa will bring a flash drive with PPT slides or will email file in advance

Teresa will bring her remote / please have yours for backup

KEYNOTES:

Wireless Lavalier Microphone*

*Teresa will bring her over ear attachment to plug into your waist pack – please have regular lavalier mike attachment as a backup

BREAKOUT SESSIONS:

Wireless Lavalier Microphone

Handheld Wireless Microphone

TRAINING SEMINARS:

No mike needed unless over 50 participants

Bluetooth or AV Speaker (Teresa begins and end some of my programs with music!)

If you have a sound person it is fine if they run the music.

No Podium – if you need one for other sessions, please place to side.

Teresa prefers to walk around the stage.

Small Round or Square skirted table bar height – Please put to Teresa's right side.

AUDIENCE SEATING

Teresa is happy to work with whatever room setup you decide on. Her suggestion is round tables 3/4 seated so no one has their back to the front. If you have classroom tables, she would prefer if they were chevroned/ angled, and please seat an even number at each table to facilitate interaction with a partner. For smaller groups, Teresa prefers to be at participant level!

BACK OF ROOM PRODUCT TABLE If you allow product sales please provide a 6' skirted table and two chairs against the back wall.(please know Teresa will NEVER pitch from the platform!) If you have someone who can assist, fantastic!