# Amanda Gore - Audio-Visual Check List

**Requirements During Planning Stages:**

**1. Room Set-Up is critical for success of Amanda's Presentation:**
• Please use curved theatre seating with side aisles if possible. This enhances the group dynamics.
• And have no more than six feet between stage and first row.
• 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! Amanda would appreciate anything you can do to facilitate that.

**2. For after dinner/lunch presentations**
• Please ensure that people are not eating.
• All table service needs to be stopped during the presentation.

**Audio Visual Requirements**:

• **Microphone**
  - If you can arrange to have a wireless Shure brand lapel/lav microphone - it would be great!
  - If not, please make sure it is a lapel/lav microphone with headset
  - Please let Amanda know if it wont be a Shure & what you have organised

• **Stage** - High enough for everyone to see her face and body. Height depends on number of people; minimum 8'wide and 6' deep.

• **Lights** - Full house lights and a full stage wash.

• **Two Flipcharts and one Whiteboard** – Side by side, with markers and paper. (Preferred option)
  - If you can not provide the above please provide 3 Whiteboards

• **Song & Video**: Amanda will need to play a song/video very loudly at the end of her presentation so if you can have either a PC audio connector or Dual jack 6.5 to mini jack. 3.5, so that she can either play music. She will have the song on a USB drive so it can be uploaded into your computer if you prefer.

Amanda may play a video during her presentation, she will bring this with her on a USB stick, please have the ability to project video to screen.

• Please **remove all podiums or lecterns if possible** from the stage *or* please move to the back and side of stage. Amanda does not use them and they obstruct audience views of her.

• **Social Media Slide**: so many people want to know Amanda's social media information that we have created a PowerPoint slide – please show this at the end of Amanda's presentation.

**Two Weeks Before Event: Very Important**

• Please return the enclosed **questionnaire.**

• Please **send** a copy of your **agenda** or working **conference timetable, thank you.**