



# AV REQUIREMENTS

Penny takes her commitment to your group quite seriously. She understands that you have invested a great deal of time, money and energy into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment by receiving the best presentation possible.

## MICS & TABLES

- Penny prefers a behind the ear mic when possible. Please make sure that the AV department has a back-up microphone available at all times. Our suggestion would be to have someone from your group assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.
- Penny uses PowerPoint during her presentation. She will need a projector with a remote control within range of the stage.
- Please have water available for Penny.
- Audio and/or video taping is available with PRIOR WRITTEN AUTHORIZATION. This includes any modification to the presentation. If the presentation is edited or cut in any way for public use, Penny must approve it before release.
- Please have a table available for Penny's products and someone available to assist her during the day of her presentation.

## SUCCESSFUL MEETING TIPS

- Theater or classroom seating is preferable. We understand that when planning on or around a meal, this is not possible.
- If the event is in a hotel, for the benefit of your audience, and Penny, please request from the hotel or auditorium management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Penny is presenting her keynote or seminar.
- It is difficult to build intimacy and rapport if your audience is distracted. Please instruct the banquet staff to clear up either before or after the speaker's presentation.
- When a photographer is present, please ask them to refrain from taking photos the first 15 minutes of the program. This can be distracting to the speaker and audience.
- Please make sure the room is well lit especially the staging area. People remember more and laugh more in bright rooms. Penny prefers to see the faces of the audience. This allows her to see how they are responding to her presentation.

