

## Shari Fitzpatrick's Event Requests for a Perfect Presentation

### AV Needs

- Visual equipment (computer, projector & screen)
- microphone (hands free lavalier or over the ear style)
- Remote control to advance PowerPoint slides (or Shari can provide upon request)
- Shari to provide her presentation slides to Tech/AV prior to the event
- Shari's 2-minute video played on screen(s) with HIGH volume, just prior to Shari taking the stage. Link: <https://youtu.be/TB2006e1Wu8> Please download onto equipment in advance or Shari can email or bring on a drive.
- Can Shari be provided with any of the events raw video footage and any event photos where Shari or products are featured. Thank you!

**-All food to be served and all attendees sitting prior to Shari being introduced please.**

**-Preferred Introduction information is attached separately.** Please let Shari know who will be introducing her.

-Shari prefers not to use large podiums or stand far from the audience. She is most comfortable with a sturdy book/music stand instead. If one is not available, she can provide her own.

-Please provide Shari with an approximate 6'-8' table to display her book and share additional materials with attendees. A high-traffic location is preferred, if available. Access to a small amount of electricity at or near the table would also be appreciated.

-If possible, please provide two volunteers/assistants to help Shari with book sales immediately following her presentation. She would like to connect with them briefly prior to the event.