

# KAREN MCCULLOUGH

## PRE-PROGRAM SETUP & AV REQUIREMENTS



### **What is the best way to set up the room?**

- A raised platform is preferred (Karen is 5'1" if you have more than 50 people. This will give audience members a clear, unobstructed view of Karen during her presentation).
- Please, if possible, make sure the stage or platform is as close to the audience as possible, 10 feet or less is great!
- Karen will not be speaking from a lectern. If the AV requires the computer on stage, a small table works. If it is necessary to have a lectern on the stage or platform in order to facilitate the needs of the previous or following speaker, please have them moved to the back of the platform for Karen's presentation.

### **What A/V equipment does Karen require?**

Karen requires the following A/V equipment be provided:

- Wireless lavalier microphone
- Computer
- LCD projector with the capacity to play audio and video
- Large screen or screens
- Confidence monitor

Karen will bring her program on a Flash Drive either in PowerPoint or Keynote format.

### **Is audio/video recording allowed?**

No audio or video recording of any kind is permitted during the presentation without Karen's prior written permission.