



Lecture Room & Audio | Visual Set-up

Being involved in your special event is an honor and I look forward to assisting you in making it a success. To create the ideal environment to best meet your expectations and provide optimum benefit to your audience, please review the A/V requests below. Marilyn is flexible and will work with your A/V capabilities to maximize the effectiveness of your program.

Equipment Preferences:

- Lavalier microphone, wireless clip-on preferred
- For large groups please provide handheld microphones on stands in the aisles for audience participation.
- Depending on the program I may need an LCD projector; however I do not place reliance in Microsoft PowerPoint.
- Bright stage lighting preferred.

Room Set-up Preferences

- If possible, please set the room wide rather than deep
- Theatre style seating with two side isles rather than a center isle is preferred
- Small draped table at back of stage for props, water and miscellaneous items
- A lectern with clock or timer helpful but not necessary
- Room temperature between 68-70 degrees Fahrenheit will produce the most alert and comfortable audience.

Recording of Presentation

We encourage professional audio and video taping of our sessions.

We ask:

- A professional taping technician to do the taping
- We receive the master copy within 30 days of the session
- Copies may not be sold, but distributed to your internal staff only.

If this is of interest, we will send an addendum to this agreement, as any taping arrangements must be made in advance of the program.



Travel Info

Hotel: Please secure a smoke-free room the evening before my presentation.

Transportation: To help keep costs down I will arrange economy priced air travel when possible and send you the itinerary. If possible I will prorate the cost with other clients. Expenses include airfare, meals, ground transportation to the airport in both cities, and gratuities.

Please arrange for someone in your organization to provide ground transportation or send a sedan car service.

Please send my office the confirmation number after arranging for prepayment.

Please let me know if there are any pre-event meetings/dinners that you want me to attend, travel permitting.

I welcome the opportunity to interact with the attendees before my program and often customize my speech after meeting them.

Handouts when applicable

Handouts for the participants are customized and dependant on the audience's needs. I will send the handouts in Adobe™ pdf format ahead of time.

Resources

If you would like to purchase my resources in large quantities, please contact my office for details at 248-348-1023.

Product Table

If possible, please allow at least 20 minutes after the program to give everyone an opportunity to get some one-on-one time with me if they so choose. Provide a six foot skirted table near the entrance of the room for the books and CD's. I will ship everything that is necessary for a successful book signing. Please e-mail shipping details. I will need some assistance from one or two people to help me during the book signing after my speech so I can give my full attention to the attendees. I will prearrange for products to be shipped back.

Media

I will be happy to do complimentary radio, TV or print interviews to help you promote your event. Please call my office to arrange details. 248-348-1023

CEU Objectives and Requirements

For those applying for CEUs I will be happy to provide the objectives and time frames and teaching methods for a 60, 75, or 90 minute program. For details, please call my office at 248-348-1023