

# **Audio/Visual Guidelines**

Our mission is simple: make your event unforgettable. Deborah's presentations are dynamic, interactive, and high-energy, and these guidelines will help ensure your audience experiences every moment to the fullest. Think of this as your backstage pass to making the magic happen!

## **Audio & Visual Needs**

- **Wireless lavalier microphone** – Deborah moves a lot, so hands-free is essential.
  - **Hand-held mic** for audience interaction (because yes, there will be laughs, cheers, and maybe a few brave volunteers!).
  - **A/V projector and screen** – visuals are a key part of the program, so please make sure they're bright and clear.
  - **House lights up** – although Deborah looks better in the dark (ha!), keeping the lights on keeps energy high, lets the audience see each other's reactions, and is essential for IMAG or videotaping.
  - **Audio patched in** – so Deborah's video clips play smoothly through your sound system.
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## **Presentation Files**

- Deborah's visuals are prepared in 16x9 widescreen format.
  - For copyright and program integrity, all files sent to your AV team must be deleted post-program.
  - Deborah will confirm if she will be using her own PC laptop for the program; her team provides the necessary PC connectors for flawless playback.
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## **Room Set-Up**

- Please avoid the dreaded "Death Valley" gap between the stage and audience. Energy and audience connection are doubled when they're right up front.
  - If a lectern is used for introductions, please place it to the side. Deborah does not use a lectern during her program.
  - For Deborah and her team to prepare materials, stage props, and any hands-on activities, please schedule 60 minutes of private set-up time before the program begins.
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## **Audience Engagement**

- Some sessions include interactive handouts or activities. Deborah's support team will handle the distribution of materials on tables or tucked under chairs before the audience arrives.
- Deborah loves audience interaction! Be prepared for fun, laughter, and participation.

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## Introductions & Rehearsals

- First impressions count! Deborah will gladly coach the assigned introducer in a short rehearsal—think of it as a free mini speaking session.
  - She usually arrives the day before the event, which works well for any needed rehearsals or walk-throughs.
  - A conference call with the main AV lead is requested about three weeks before the event to review technical requirements and ensure everything flows smoothly.
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## Recording & Questions

- If recording is planned, please contact us ahead of time so we can review the process and ensure the best quality.
  - Any questions about A/V requirements? Reach out—we're happy to make sure your event runs perfectly.
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## Green Room Fun (Optional but Nice!)

- 10 bottles of water
- Green M&Ms
- Fresh flowers
- A masseur for her feet

(just kidding... mostly LOL!)