



EVENT RIDER

TECHNICAL REQUIREMENTS

Microphones

- Wireless lavalier mic with fresh batteries and a back-up microphone.
- Hooked into house sound system or amp and speakers.
- Hand-held microphone to use on the floor to talk to the audience so other audience members can hear the feedback.

Projection Unit and Large Screen

- Mac A/V connection to run Amy's presentation off the MacBook Pro that she will bring.
- Large screen (10 foot min. If possible).
- LCD projector with extra bulb.
- Remote Slide Advancer.

Presentation

- Amy's presentation is built in Powerpoint and is driven by Amy off her MacBook PRO using a clicker.
- Wifi is required for interactive technology built into the presentation to show audience results. Audience will need internet access, as well as the computer Amy is using. If it is a conference computer, the app will need to be downloaded on that computer so the interactive technology can be used.
- Presentation is built in 16:9 on the most recent operating system. Please ensure your team has a way to calibrate monitors to this size.
- AUDIO & VIDEO - there are proprietary videos (upwards of 2 per speech) embedded into the presentation that require an audio hook into house sound system.
- Amy may provide handouts for the presentation for attendees, these will need to be passed out at the time of her presentation so audience members have these available.
- If requested, Amy will provide a PDF of her presentation with two slides per page that you can give to attendees before or at the event. She will not provide the PowerPoint slides. The PDF should not be distributed to non-attendees or used/shared in anyway outside of your event.
- If Book (s) are being given away at the end of Amy's presentation, a Note should be placed randomly under the audience member(s) chair(s) letting someone know they are the winner prior to Amy's presentation so it will be a surprise.

**A/V Technician Needed**

- Two hours prior for review of sequencing and mic check, and 10 minutes prior to presentation for audiences of 150+.
- On kick off call, please have the contact information of your technical lead A/V will need to lower house lights during videos
- A/V will need to leave AUDIO ON during presentation for videos.

OTHER REQUIREMENTS

- Water - on stage - bottled water is good.
- Unless otherwise specified, hotel to be booked for two nights and master billed to client account. Please confirm the room is non-smoking, includes king-sized bed, and has late arrival and a 3pm late checkout.

Important Note on Video Recording

- Video recording is not allowed unless agreed upon prior to the event. If agreed upon, Speaker to receive a raw file copy of all footage within 30 days of the event.