

Audio Visual & Presentation Needs

The following list is recommended for the best audience experience of Colette's program. If anything below isn't available, please call and we will work together to find alternative solutions.

Room Arrangement

We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to be able to clearly see and hear Colette to include both her prop skit and visuals on screen.

- If choosing table rounds, please leave as little space as possible from the stage to the front tables and just enough room for people/servers to pass through tables. Think comedy clubs. The reason the energy is strong and people laugh is due to proximity. If possible, set for just enough people as attendees fill in the back and leave empty tables upfront creating more distance.

Riser/Staging

- Colette prefers to be elevated above the floor level commensurate to room size. (6 to 8 inch risers for small rooms, higher for larger rooms.)
- (quantity) one, four foot long or two, round cocktail tables (draped) for Colette's props off to the back side of the stage/riser. If only a six foot table can be found, that will work!
- Colette does not use a lectern. Preferably, the stage will be free of any lectern, or at least moved off to the side, pulled back and out of the way. When lectern is in the middle, audience members cannot easily see the interaction on stage during the prop skit.
- If a head table is utilized, you may consider placing a short riser in front of it and relocate the table's occupants to other seats during Colette's program so that she can use the head table to hold her props.

Microphone

- For groups of over 40 people, a microphone is required. If Colette is delivering a program to include the prop skit, a freedom mic/headset is preferred followed by a lavalier (lapel) wireless microphone. If the prop skit is not part of the program, a hand-held wireless microphone works.
- Interactive sessions may require a secondary hand-held wireless microphone for audience participation.

Audio Visual Requirements

- Depending on program, Colette may utilize a PowerPoint multimedia presentation, and requires the following to ensure its success:

- Screen

A video screen(s) will need to be positioned in the front of the room. Ideally, the screen should be positioned to the side of the main stage so Colette does not walk in front of the projection. If in the front corner, it should be the corner where there are no entry doors. The screen should be high enough and large enough to be seen by all. Care should be taken to assure that no direct light is upon the screen. (Unscrew bulb above screen if the lights above it cannot be dimmed.)

If using two large screen monitors and projecting Colette's image on the screen during her presentation, we prefer the screens are split. One screen continually showing her and the second screen showing her Power Point presentation.

- Projector

Colette will need a video/data projector to interface with her laptop computer. This should be a current model projector (minimum 1024x768 VGA resolution) bright enough to be seen on the screen without dimming the room lights. The projector should be pre-positioned and tested on an A/V cart or table aimed at the screen, and have an electrified power strip running to it with additional outlets. If you prefer she bring a thumb drive containing her PowerPoint presentation, just ask.

- Sound

Please provide a patch cord from the AV cart to the house sound system (or mixing board) wired with a mini plug adapter so that the entire audience may hear clear sound from Colette's laptop.

- Lights

The room should be either fully or almost fully lit to maintain a high energy level by the audience. Make certain, however, that direct light is not reflected upon the screen. For larger stages, please, light the stage from end to end. Colette does not require a spotlight.

Educational Products Table: If you have approved the sale of Colette's materials after the event, she will need a 6 or 8-foot long draped table to display products.

Music

If using walk on/walk off music, Colette suggests the chorus of Sarah Bareilles song Brave.

*Final Note: Unless other arrangements have been agreed-upon, final payment is due on-site immediately following Colette Carlson's presentation. Please work with your internal accounts payable department to ensure that a check is cut prior to the event and is delivered to Colette prior to her presentation.

Colette is looking forward to bringing value and laughter to your attendees!