

Audio/Visual Requirements and Room Set Up for Elizabeth Scala

(Please give this check list to the audio-visual specialist & person responsible for room setup)

Much of the success of Elizabeth's presentation is based on the room/stage setup. We want this to be the best quality program for your organization and these requirements will help make it so.

- **MICROPHONE.** Elizabeth requires a wireless lapel microphone. If one cannot be obtained, a wireless handheld is an alternative. No cord, please.
- **ROOM SET-UP.** Tables are requested for sessions over sixty minutes; classroom seating is preferred. If seating is set theatre style for short programs, chevron layout is preferred.
- **RISERS/STAGE.** Please order risers or a stage for Elizabeth to stand on if there are over 50 participants (so everyone can see Elizabeth).
- **LAPTOP/LCD PROJECTOR.** Depending on the program, Elizabeth will need an LCD projector, laptop and a large screen, so please double-check with us on format. Set the LCD on the side of the stage, not on it or behind it (avoid projection on to the stage where Elizabeth will be walking, or the light will shine in her face).
- **PODIUM.** Elizabeth uses the full length of the stage and prefers to speak out from behind a podium. However, you can leave the podium on stage for the introduction, off to one side. Elizabeth will also need a cocktail table on the stage for laptop and props. Remove everything except the cocktail table and podium from the stage.
- **CABLING.** If using a stage, please run ample cable from the LCD projector to the stage, so Elizabeth can operate the laptop on stage.
- **REMOTE.** Please provide a wireless remote so Elizabeth can operate the laptop from a distance.
- **SOUND SYSTEM.** Please ensure that the laptop can hook up to the sound system in the room so that Elizabeth can play video and audio for the audience.
- **LIGHTING.** Please ensure the lighting accommodates viewing of the screen.
- **WATER.** Please have a pitcher of water and a glass available for Elizabeth (no ice please).
- **TABLES.** Please place an eight-foot table and chair at back of room or immediately outside room for book-signing, if applicable.

Elizabeth will arrive 45 minutes prior to program (or as requested) for AV/sound check.

Please call (410-929-0081) or email (support@elizabethscala.com) Elizabeth with any specific questions. We look forward to working with you soon.