



## PRE PROGRAM CHECKLIST

We want to help make your event a resounding success! In order to make sure we avoid anything from falling through the cracks at show time, we've created the following pre-program checklist to assist everyone (you and us) in presenting the best program possible for your group.

To help ensure that Lisa's program meets your expectations and fulfills the ultimate benefit of your audience, please review the requests below and let us know if there are any challenges. Lisa is flexible and works with you to maximize your event's effectiveness.

### Room Set Up

- Set the room up theatre or classroom style with two side aisles and no center aisle. Position the first row about six feet from the stage if there is a stage.

### Platform/Riser

- Lisa is more visible on a raised platform (16 to 24 inches is fine.) Being elevated makes it much easier for everyone to see and enjoy her presentation. Please have steps placed in the front, if possible.
- Lisa uses a lectern to hold notes.

### Microphone

- Lisa prefers to use a wireless lavalier microphone. She enjoys being able to move around freely so she can interact personally with your group.

### Audio/Visual Aids

- Depending on the presentation and program topic, Lisa may require a:
  - LCD projector
  - Screen, and
  - Laptop. She usually sends the presentation ahead of time but may use a CD or flashdrive for her presentation.



## Head Table

- If the head table is on the stage, please have it set far enough back so Lisa can work in front of the table. Lisa needs room to move around and interact with the audience! Please reserve seats in the audience for the people at the head table so they can enjoy the presentation as well.

## Recording of Presentation

- The material to be presented is protected by copyright. Audio and/or video recording is prohibited unless used to accommodate disabled persons, and it is to be used for only individual use. Distribution prohibited.
- A separate recording agreement must be signed prior to the event. If recorded, Lisa requests that you provide her with a copy of her segment to use on her website or other materials.

## Introduction

- Please use the introduction to introduce Lisa to your group.

## Ground Transportation

- Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Lisa, or let us know if you need her to take a cab or secure a rental car.

## Payment of Fee

- Per the agreement, 50% of the speaking fee is due to finalize any speaking engagement and the remaining balance of the fee is due onsite, immediately following Lisa's presentation.
- An invoice, including travel expenses and any per diem, will be mailed prior to the engagement.

## Pre-Program Questionnaire/Information

- Please send us any information, such as industry magazines, company history, recent newsletters, or product brochures that will increase Lisa's understanding of your business or organization, its products or service, its leadership or culture, and challenges.
- Complete the Pre-Program questionnaire and return to us via fax, email or regular mail.
- Also, if available, please send us a copy of the program that will be used for this event.

- ✓ Once you've taken care of each of these items, you can be assured that everything will run smoothly – now you can relax and let Lisa do the rest!

