

TECH SPECS FOR SPEAKING ENGAGEMENT

(Please forward a copy to the tech team well in advance of engagement)

* Small table for laptop on corner of the stage (or if no stage, in the front of the room) with power source in close proximity. Tara will use her own laptop for presentation and will bring adaptor for the LCD.

* Projection screen, LCD, Sound system, Audio cord for computer

* Connection cords to project from laptop to screen

(If the LCD connection and sound board is located in the back of the meeting space, Tara still needs her laptop on stage, so cords will need to be long enough to accommodate.)

* A lapel mic (with new batteries)

* Tech/sound check --- Since Tara's presentation often includes several video clips, a sound check and general tech run through beforehand is critical and she would like to do so no less than 90 minutes before she presents. She often comes in the day before, so if the venue and tech team will be available the day before the event, please let our office know.

*If an additional computer will be used prior to Tara's Time slot, please have a splitter so that the projection can be switched over from the first computer to her computer seamlessly. Tara has spoken at a national conference where they did it manually and the tech man was switching it over as she was walking up on stage after being introduced. He took way too long and then couldn't figure out how to get the power point presentation into presenter mode after unplugging it from the first computer into Tara's. Needless to say, not a good way to start a speech and something that Tara would like to avoid at all costs.

*2 bottles of water on the small table.

Your help with this is most appreciated. It is vitally important that tech needs are nailed down and confirmed early so that Tara's focus and energy can be placed solely on the engagement.

***If there are any questions or need for clarification, please contact our office at 615-330-8575 or tara@theconnectioncoach.org**