

TECHNICAL REQUIREMENTS FOR SPEAKING ENGAGEMENT

Please forward these requirements to the tech team responsible for this event

Confirm and Check each requirement prior to event.

This extra measure allows for Tara's focus and energy to be placed solely on the engagement before arrival.

- 🍏 Tara will use her personal laptop for the presentation on stage and will bring adaptor for the LCD. She will need a small table for laptop. Please place on corner of the stage or if no stage area, in front of room. There must be a power source in close proximity. Please note: Flashdrives, use of another computer, Tara's computer in the back of the room, someone else changing slides or controlling computer are not options.
- 🍏 No presentation podium required. If podium is present, please move to corner of stage. This allows Tara full access to entire stage, with no obstacles during speaking.
- 🍏 Projection Screen, LCD, Sound System, Audio Cord for computer.
- 🍏 Laptop will be with Tara on stage. Therefore, connection cords must be long enough to connect from laptop to project to screen (ex: if LCD connection and sound board are in the rear of presentation area, cords must accommodate)
- 🍏 A LAPEL MIC ONLY (with new batteries). NO HAND HELD MIC – this allows for Tara's lively presentation.
- 🍏 Tech/Sound Check – video clips are used throughout Tara's presentation. It is critical that sound check and tech requirement 'run through' be completed prior to event. Tara will be present no later than 90 minutes prior to presentation to complete this step. She is often available one day prior to event and completes this step with tech team at venue location. Please schedule tech team if one day prior to event.
- 🍏 If an additional computer is used prior to Tara's presentation, please have a splitter so that the projection can be easily switched to her computer. (Previously, Tara was speaking at a National Conference where this was completed manually. The tech representative was on the stage, switching it over, as Tara was being introduced and entering the stage). If no splitter is available; please allow time for switch and check prior to Tara's introduction!
- 🍏 **IMPORTANT-** If event will be held in an auditorium or gym, and there are not enough attendees to fill the area, please rope off sections so attendees will be centrally located (as opposed to randomly spread throughout venue). Please have assigned representatives in position to assist seating attendees in the designated seating area before attendees begin arriving.
- 🍏 **Bottled Water**

Tara PROMISES not to ask for imported fruit from Tahiti, chilled Dom Perignon or M & M's with all the green ones removed. But, the above check off list is IMPORTANT. It is VITALLY IMPORTANT that tech requirements be completed and confirmed early!

Additional questions or concerns? Contact our office at 615-330-8575 or tara@theconnectioncoach.org