



Dr. Stephanie deLusé, Ph.D.

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Take
Life
to the
Next
Level

Audio / Visual, Staging & Operations Guidelines

Equipment Needed

(Needs vary according to topic and group size; this checklist serves as an overview).

- ___ LCD Projector:
 - with appropriate cords for Laptop connection and remote as well as an extension cord & power strip.
- ___ Screen: largest practical size appropriate for venue and group size
- ___ Microphone: (preferred in groups over 40 people)
 - ___ Wireless Hand held
 - ___ Lavalier (clip on)
- Note: Dr. Stephanie** must have freedom to move around the room or platform with the microphone.
- ___ Flip chart on easel with 2 -3 wide-tipped dark markers (black, blue, green)

In regard to permission to record Dr. Stephanie's presentation:

The material for Dr. Stephanie deLusé's portion of this program is protected by copyright. If recording is done for the purposes of resale, a separate licensing agreement is required for permission to audio or videotape.

- ___ Please send an agreement
- ___ We don't plan to record this session for resale

Room Set Up

- ___ Lighting: **Dr. Stephanie** prefers to keep the room as bright as practical even when using projection. Let's seek a balance to facilitate alert note-taking screen viewing.
- ___ Platform: * Open platform with no head table, steps for front access, lectern to one side, with water and a glass there at the lectern or on a small table to the side.
* If the projection equipment needs to be on the stage then please use a 6 foot draped table to hold the computer & digital projector as well as as water and a glass and a few notes.
- ___ Screen: Use the largest screen practical and position it off-center in a darkened area.
- ___ Seating: Whenever possible, classroom style seating at tables with a center aisle is preferred.
- ___ Lectern: Full-sized lectern with removable microphone **for the introducer.**
- ___ Handouts: Please make enough copies of the enclosed handouts for each participant and place at their stations prior to the presentation.
- ___ Food Service: If food service is being provided, please have servers hold refilling water, coffee, clearing dishes or other distractions during the presentation.
- ___ Other: These are Dr. Stephanie's preferences yet she is flexible and is happy to accommodate the program layout and your room. Call to share your situation.

Temperature: Please know how to adjust it. A **cool** room produces an **alert** audience, a **warm** room produces a **drowsy** audience. A **cold** room produces a **distracted** audience, and a **hot** room produces an **irritable** audience. The actual room temperature is typically best somewhere around 75 - 80 degrees Fahrenheit.