

# ***Lisa Ford's***

## **Room and A-V Set-Up**

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room set-up and A/V requests enhance Art's program **for the ultimate benefit and enjoyment of the audience**. Please discuss any changes in the Room and A-V Set-Up below with us beforehand. **We are flexible**. Our only concern is to do the best program that we can do for your group.

### **1. Audio Visual Materials:**

- **Wireless lavalier microphone**

### **2. Staging:**

- Small square or round cocktail type table
- FULL lighting on the speaker (no spot light on the speaker)

### **3. PowerPoint/ Slides**

- When a PowerPoint is being used it will be sent ahead of time to be loaded on the client's laptop.

### **4. Recording:**

- We encourage clients to record Lisa's presentation, but a separate agreement may be required. Please call our office for details.