

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:

- Recording is not permitted without advanced written authorization from the speaker. **If you plan to video or audio record any portion of Lisa's program, please contact our office to request a Recording Agreement.** Depending on the intended usage, an additional licensing fee may apply.