

Your Guide To A Great Event



I'm all about making decisions that will prevent stress. I like to arrive early, send a message my event contact when I make it to your city, and have logistical conversations in advance so when it is time for your event we are focused on a great experience for you and your participants. I'm here to help you ahead of time. Let's get started with planning information. I'm looking forward to working with you.

Warmest,
Karen Eddington

Audio and Visual Needs: My main A/V request is a cordless hand held microphone. To know we are prepared, I like to double check we have fresh batteries and have a back up microphone available.

I typically don't use power point. I like to be in the moment with your participants. If power point or visuals on a screen are important to your event please let me know. Consider filling the screen with an event logo, or a live video stream showing the action you can't always see from the back row (IMAG).

Room Set Up and Layout Tips: If you have a lectern on the stage please place it on the side. I will be using the stage and moving around during the program.

When possible, using a raised stage and lighting can help the audience have a better experience.

I love capturing energy in the room through the set up. Chairs close together and close to the stage with no center aisle help with this. For example, please don't have a dance floor or large gap between the stage area and the audience. If we can set up centered to the longest part of the room, it makes for a more connected learning atmosphere. If you have a long room, think about the back row. My goal is to reach that back row. You can help me by getting them closer to the stage by using the wide side of the room as the stage center, preferable with doors in the back or on the side.

For round tables during a meal, I will watch for chairs that are facing the back and invite the participants to turn chairs around. It's good to communicate with the wait staff so they know we would be grateful to have them stop clearing plates during the presentation.

Introduction: I will be sending my introduction in advance and I always have a copy with me that day. I would love to connect directly with the person who is doing my intro and outro.

Pre-Event Phone Call: I customize my pre-event questionnaire. About one month prior to your program date I'd like to schedule a video chat or phone call. Yet, I am accessible to you along the way. I am excited to connect and look forward to a great experience for everyone involved.

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