

KAREN

Eddington

Audio Visual Event Guide

Your meeting matters.

I'm here to serve your event and will flex to meet your needs. Here are some planning guides that can set us up for success.

Ask for anything you need.

Audio visual requests: I prefer to use a handheld microphone as I often share my mic with the crowd. 80% of presentations are done with NO power point projections and are focused on connecting with the audience. 20% of my presentations will use a simple power point when we have a request for a more visual or content centered session. I travel with my laptop, slide advance clicker, adapters, and have a USB flash drive. IMAG is helpful with over 500 attendees. I appreciate a stage comfort screen when using slides and a clock timer is helpful (I do bring a backup timer with me so I keep you on time).

First contact and A/V check: As part of our meeting pre-event plan I will make note of our onsite check in. I would love to have a designated A/V check to get to know your team and our stage.

For room set up over 100 people: I recommend a raised platform and lighting as it will help the audience have a better experience.

Clean stage space: As possible, please place any needed lectern to the side of the stage. I recommend any door prizes or stage gear be set to the side below the stage.

Dietary requests: No restrictions. Thank you for asking. This is such a thoughtful request. I have no food allergies. On the road I eat like an athlete for performance. I travel with my own protein packs and re-fillable water bottle. Please know I often use meal times to connect with audience members. If you want to go above and beyond...I love water. Travel can make water scarce. Access to a fresh water bottle on the road makes me feel like I won the lottery.

I look forward to working with **you!**
Karen Eddington

