



## Help us make your event a success!

- ◆ A written introduction will be sent prior to the engagement, please let Christine know if any modifications are going to be made.
- ◆ If there are items on the agenda prior to Christine's presentation lasting more than 30 minutes, consider giving the audience a brief stretch break before introducing her.
- ◆ A raised platform is ideal. This gives audience members a clear, unobstructed view of Christine during her presentation.
- ◆ Christine moves around during the program. If there is a podium on the stage, please make sure it is off to the side or that she can walk in front of it.
- ◆ Use additional light sources for presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
- ◆ Consider using a dark backdrop.
- ◆ Do not use a center aisle (prime viewing space), rather use two smaller aisles on either side of the center. Consider a center section facing forward and side sections angled toward the center of the stage.
- ◆ If the room is rectangular, set the stage area in the middle of the long wall—not on the short end. It is better to have an audience wide than deep. Stagger the chairs. Don't put one chair directly behind the other. If you stagger each row, audience members won't have someone's head right in front of them to block the view.
- ◆ Seat the audience as close to each other and close to Christine (six feet if possible) with each chair facing center stage. Match the number of chairs to the number of people; keep extra chairs stacked up at the back of the room to avoid empty seats.
- ◆ If the door at the back of the room closes loudly, please have a door stop or cover the latch with tape so that the door will not be a distraction.
- ◆ At banquets, ask the wait staff to stop clearing tables when the program begins and resume **after** Christine's presentation.
- ◆ Christine has a wireless headset microphone that can plug into any system. Please have a backup in case needed.

**These are not requirements, only ideas that have added quality to past meetings when applied.  
Please call Christine if you have any questions.**