



## TECHNICAL & SPACE REQUIREMENTS FOR TARA'S PRESENTATION

**Please forward these requirements to the tech team responsible for the event**

We will schedule a time to review these requirements well in advance of your scheduled event. *These extra measures allow Tara's focus and energy to be placed solely on the engagement before arrival.*

**A/V - TECHNICAL:** Please confirm that each requirement will be met prior to the event.

- Tara uses video clips throughout the presentation and it is critical that a complete sound check and 'run through' is done to confirm sound, video and connection systems. She will be on site 90 minutes prior to the presentation, and she is often available (and prefers) to complete this step one day prior to the event.
- Mandatory Equipment:
  - Projection Screen**
  - LCD**
  - Sound System with audio cable for MacBook Pro** (either an HDMI cable or a VGA to HDMI adapter).
  - An over-the-ear mic with new batteries** is preferred to allow for Tara's lively presentation. A lapel mic is also acceptable. **NO HAND HELD MIC!**
- Tara will use her Macbook Pro on a small table on stage for the presentation and will bring an adaptor for the LCD. Connection cables must be long enough to reach from Tara's computer to the venue's LCD and sound board connections.
- Please note:** use of another computer, flash drives, placing Tara's computer in the back of the room, having someone else change slides or controlling the computer are **NOT** options.
- If an additional computer is used prior to Tara's presentation, please have a splitter so that the projection can be easily switched to her computer. If no splitter is available, please allow time for the switch and test prior to Tara's introduction!

### **VENUE PREPARATION:**

- Tara engages her audience by using lots of movement throughout the presentation. She requires only one small table on stage (close to a power source), no presentation podium needed. If there is a podium, please move to corner of stage. Please clear the stage of any other obstacles before the presentation.
- Please have bottled water available.
- Please note:** If your event will be held in an auditorium or gym, and there are not enough attendees to fill the area, please rope off sections so attendees will be centrally located (as opposed to randomly spread throughout venue). Please have assigned representatives in position to assist with seating attendees in the designated seating area before attendees begin arriving.

***Tara PROMISES not to ask for imported fruit from Tahiti, chilled Dom Perignon, or sorted M&M's before each engagement. But the above checklist is IMPORTANT. It is VITALLY IMPORTANT that tech requirements be completed and confirmed early!***

**Additional questions or concerns? Contact [Jennifer@theconnectioncoach.org](mailto:Jennifer@theconnectioncoach.org)**