

Lisa McInnes-Smith - AV REQUIREMENTS

On arrival please make the MC or person introducing plus the AV contact known to Lisa.

- **STAGE SET-UP** - Lisa's style of presentation requires a clear stage, apart from the items detailed below. We request that any other furniture or equipment, including lecterns etc., be removed or relocated to side of stage for the duration of the presentation.
- **TABLE** - A table is required on which to place props, which Lisa will use during her presentation. The table should be a minimum of 2 metres x 0.6 metres and should be rectangular in shape. The table should be dressed with suitable drape for attractive appearance on stage. The table should be located off stage prior to Lisa's presentation in order that it can be set up. The loaded table will then be carried on stage as Lisa is introduced or at a suitable break prior to Lisa's presentation, whichever is more appropriate.
- **CHAIR** – Lisa will require a chair to be placed on stage adjacent to her table. She will use the chair for certain effects during her presentation and the chair will need to be stable (i.e. no swivel or fold up chairs). It should also be easy to move around. A "standard" conference chair should suffice.
- **BOWL** - A large punchbowl or terrine is required to contain giveaways, provided by Lisa, during her presentation. The bowl should be attractive in appearance and will be placed on the prop table.
- **MICROPHONE** - A wireless headset is preferred, complete with fresh battery. Lisa can provide headset with connector to Shure or Sennheiser systems if required. Wireless lapel will work if headset not available. The microphone should be fully sound-checked prior to the presentation."
- **LIGHTING** - Lisa prefers to have the house lights fully on during her presentation, providing it does not interfere with other services, e.g. video projection.
- **STAGE ACCESS** - Steps or ramp should be handy to the front (or sides) of stage to allow audience members easy access onto the stage, as required for participation segments.

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