

AUDIO/VISUAL

Juliet uses a hand held microphone. No lavalieres please. If the microphone has a cord please make sure it is long enough for comfortable movement. She has no other AV needs.

ROOM SET UP, ETC.

- Please situate the podium off-center so there is plenty of room for Juliet to move around. If you are using a head table, please make sure there is a comfortable amount of space to move either in front or in back of the table.
- If not using a podium please place a small cocktail table on stage for Juliet's notes. Please have a pitcher of water without ice and a glass available.
- If we will be videotaping or using image magnification screens, please be aware that Juliet's dark hair blends into black curtains making her look a bit like a floating face. A simple and inexpensive single backlight will solve this issue. Juliet will always cover this cost if asked.

OTHER SUGGESTIONS

After a whole bunch of experience, we have found the following ideas will add to the quality of any meeting when applied. These are by no means necessary, but rather tips to improve your meeting at your own discretion.

- Two inexpensive lights in front of the stage, crossed at the speaking location, can really help create connection between your audience and the speaker. Participants have been proven to have a harder time hearing when they can't see well and make good eye contact with the speaker. These lights usually cost about \$30 each from the hotel. Juliet will again, happily cover this cost if asked.
- If recording, put microphones in the audience to pick up audience response. This will make a huge difference in the impact of your recorded product.
- Do not overset the room. If you think you will have 200 people, set the room for 200 (or fewer). Empty seats in front, or gaps in a crowd have also shown to reduce attention and focus. If you have over 200 people please use a riser or stage.
- Optimal room temperature should be NO HIGHER than 68 degrees.
- Never set a rectangular room with the stage on the short end. The folks in the cheap seats will thank you.

