



## Meridith Alexander AV REQUIREMENTS

My goal is to make this as simple as possible while delivering the optimum quality for your audience. If you have any questions, please feel free to contact us:

meridith@meridithalexander.com

Audio and Visual Requirements for Events with 50+ attendees:

- o E6 wireless countryman lavalier microphone (with backup battery pack)
- o Countdown timer
- o A confidence monitor is preferred but not required.
- o Meridith will bring her own Apple/Mac laptop MacBook Air and will run her slides in Keynote software in 16x9 format from her laptop on stage.

Please have if possible:

- good lighting and sound
- wiring to stage so Meridith can place her computer on a table on stage
- Steps in front of the stage giving Meridith access to the audience
- An A/V check a minimum of 1 hour before the "doors open" time.
- A quiet "green room" area where Meridith can focus and prepare to take the stage
- Large display screen and/or computer system for showing slides / other supporting visuals.
- A small, wireless controller to advance the visuals compatible with Apple/Mac with backup controller ready to go in the event that there is an issue.
- A music system that can accommodate playing custom music at different times throughout the presentation with someone to play the designated songs.
- A clock for time management (or person responsible for such).
- Please provide paper and pens for participant use.
- Please print any worksheets (provided by Meridith's team) if applicable.

Stage and Seating Requirements:

- o No lectern or podium. If there is one already on stage, please have the team either remove it or move it to the side of the platform before Meridith begins.
- o A tall cocktail round (upstage left corner of stage ) for Meridith's computer, a glass of water with lemon and notes.
- o We recommend avoiding a wide center aisle. Instead, have 3 seating sections (Center, Left, Right) with aisles on either side.

Post-Event Requests:

- Please provide Meridith with high quality photos and an audio video recording of the presentation. The particulars of this recording will be discussed in advance.
- Please provide a video and written testimonial to Meridith within 3 days after the event.

Emergency on site cell phone contact day of event: \_\_\_\_\_