

A/V Requirements

Maureen Zappala

Maureen uses PowerPoint (with no video or audio) and can bring her own PC laptop, clicker, and HDMI cable. Slides are on her PC, but can be loaded onto a thumb drive for another computer, as long as the file is deleted upon completion.

She has a separate introduction video to use in lieu of a spoken introduction. The client can choose which one to use.

The client will provide:

- LCD projector & screen
- Microphone —lavalier (lapel) or headset microphone.
- Lectern is optional, but if present and it cannot be removed, it should be near the front right of the stage, from the audience's perspective. Please do not put it in the center of the speaking area.
- For audiences over 100 —Platform/Riser 20' by 8'
- One simple chair without swivel or wheels placed upstage, stage right, to be used as a prop.
- Reliable internet to allow the audience to access a QR code during the session.
- Please don't serve food, clear plates or host an open bar while Maureen is speaking.
- If you plan to have a head table or panel of chairs on stage, please move the chairs away (except for the one used as a prop) before Maureen speaks. Her style is animated and requires as much of the stage as possible.

This is to give your audience the best experience…
And make YOU look GREAT!
Questions?
Let's talk!

Maureen Zappala

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