

Valerie's A/V and Set Up Requirements

- Valerie will bring her own laptop (Mac), slide remote, and a Mac adapter cord for any PowerPoint presentations (LCD Projector not provided).
- Cordless lavalier microphone or ear headset is required for audience sizes that are more than 40 people.
- Please ensure the availability of an A/V person and sound check 30 minutes before Valerie's presentation (or 30 minutes before your presentations in general if there is less than a 15-minute turnaround time between presentations).
- ***A/V screen is to be set to Valerie's left-hand side on an angle for best results. Please do not set up screen in the middle of the stage if possible. If there is a challenge here, please call us at 403-861-6350 to discuss best scenario.
- Preferable to have a 2-foot high stage for audience sizes over 200 people, minimum size 12 feet wide.
- If theatre-style seating, ensure middle aisle is not too large.
- If using rounds, have no more than 6 people per table.
- Please insure lights in front of screen are turned off (keep all other lights on).
- Have one small table for LCD Projector and computer.
- Have one 8-foot table at the back of the room, skirted, for book signing.

If you have any questions, Valerie's office phone is 403-508-0678; her cell number is 403-861-6350.