



AUDIOVISUAL

1. Please secure an excellent sound system and, if possible, a hand-held cordless microphone (as opposed to a clip-on or “lav” mic). If cordless, please be sure that it has fresh batteries.
2. Lectern.
3. LCD Projector, screen, laptop and remote slide advancer for PowerPoint. Kay Frances will bring her presentation on a flash drive.

****It is important that everyone is able to see the screen(s)****

ROOM LAYOUT

Kay Frances is extremely flexible in this regard and can work with whatever layout is convenient for your event. Please bear in mind that it is important that participants can see her as well as hear her, so it's important that people are seated facing the stage. Ideally, there is very little distance between the stage and the first row so that Kay can most easily connect with the audience.

STAGE

It is important to have a stage for Kay to present from. She doesn't do back flips, but she does like to move around, so it's ideal if she has the space to do that.

HEAD TABLES

It is best if there is no one else on the stage while Kay is presenting. Sometimes the “head table” situation is unavoidable. If so, it's best if the people onstage join the audience while Kay is presenting and the dinner tables on stage are pushed back so that Kay can be free to move around. This will give a better experience for all. Kay cannot give her best if she can't move from behind the lectern.

MEAL FUNCTION

In order for Kay Frances to give her best to the audience, please be sure that people are finished eating and there are no dishes being cleared during her program or other distracting activity.