



RIDER - AV, ROOM SET UP & OTHER LOGISTICS

Please provide the highlighted information as soon as possible, but at minimum two weeks prior to the event. If you have any questions or concerns, call or email right away. We will make every effort to accommodate the specific circumstances of your unique event.

1. **Onsite Contact:** During the event, what is the name, cell phone # and email address of the **Onsite Contact**?

2. **Local Ground Transportation:** If the client is providing airport pick up the vehicle needs to be a mid-size SUV or larger to accommodate Elisa's rigid frame wheelchair (wheels and cushion come off and back folds down). If someone is picking Elisa up at the airport? YES NO If applicable, what is the name, cell phone # and email address of the person helping with **Local Ground Transportation**?

3. **Hotel:** If lodging is needed, reservations are to be made by the client and direct-billed to the client's master account. Please reserve a non-smoking room with double queen beds, with late check-out approved, and late arrival guaranteed. Because long travel is especially tiring, for travel anywhere beyond Pacific or Mountain time zones Elisa will check-in two days before speaking and check-out the morning after the event - unless otherwise noted. What is the **Hotel** name, address, phone number, Arrival date, Departure date, and confirmation number?

4. **Meeting Room Configuration:** In order to create the best program for your group, please describe the following as best as possible.
 - a. room size and shape:
 - b. stage size and shape:
 - c. placement of screens and other objects:
 - d. quantity and arrangement of seating:

5. **Projector and Screen:** LCD Projector with HDMI cable or VGA cable + audio cable. Screen positioned to the left, right or above (not behind) the speaker at center stage. Elisa will bring a MacBook Air laptop with adapters and a remote control for her PowerPoint slides. Elisa's laptop should be connected to the house sound system for the embedded music at both the beginning and end of her presentation. Her laptop needs to be placed near the stage so the remote control functions properly, unless other arrangements have been specifically arranged in advance. Does the **Projector and Screen** set up in the meeting room meet these requests? YES NO **DETAILS:**

6. **Stage and Lighting:** Elevated stage **with ramp for Elisa's wheelchair**. Please remove any lectern/podium, microphone stands or other obstructions before Elisa speaks. Secure all cables with gaff tape. Provide a warm spotlight onto center stage. Will the **Stage and Lighting** in the meeting room meet these requests? YES NO
DETAILS:
7. **Microphone:** Wireless headset or lavalier microphone. What type of **Microphone** will be provided?
8. **Audio Visual (AV) Technician Contact:** Elisa will need to meet with an AV technician at least one hour before her presentation begins and/or participants enter room (whichever is sooner) in order to conduct AV checks. What is the name and cell phone # of the **Audio Visual (AV) Technician**?
9. **Audio & Video Recording:** Elisa encourages professional audio and video taping of her programs provided Elisa receives a master copy within 30 days of the session and recordings may not be sold, but distributed to your group only. Will **Audio & Video Recording** meet these requests? YES NO DETAILS
10. **Introduction:** Elisa will provide an introduction to be read by a member of your group. What is the name, cell phone # and email address of the person giving the **Introduction**?
11. **Handouts:** Handouts for this session will be a joint effort with Elisa Hays providing the electronic file and the Client providing the duplication services and placement on audience seats. Duplication is permitted for this event only. Because Elisa continually strives to provide greater value for her clients, an evaluation form will be emailed so that it can be duplicated and distributed on every table or chair prior to her presentation. Complimentary gifts will be raffled off as Elisa's thank-you to the participants. What are the names, cell phone #s and email addresses of the people helping with **Handouts**?
12. **Autograph Table:** A 6-foot long table at the back of the room for Elisa to sign books or other materials. It should be wheelchair accessible, centrally located, well-lit, and with enough space that a line of people won't obstruct a doorway. Will the **Autograph Table** meet these requests? YES NO DETAILS

Thank you for helping us to create a useful contract rider document specific to your event. We want no surprises that would interfere with Elisa's ability to deliver a high-quality program. Please sign and date below.

Signature: _____

Date: _____

Print Name: _____

Title: _____