



ELISA HAYS

extraordinary **IMPACT**

RIDER - AV, ROOM SET UP & OTHER LOGISTICS

Provide the requested information as soon as possible.

Any questions or concerns, call or email right away.

We make every effort to accommodate the your unique needs.

1. **Primary Contact:** During the event, what is the name, cell phone # and email address of the **Onsite Contact**?
2. **Local Ground Transportation:** Is someone picking Elisa up at the airport? YES NO If yes, what is the name, cell phone # and email address of the person helping with **Local Ground Transportation**?
3. **Hotel:** Reservations are to be made by the client and direct-billed to the client’s master account. **Elisa does NOT require an ADA room unless specifically requested.** Please reserve a non-smoking room with double queen beds, late check-out approved, and late arrival guaranteed. What is the **Hotel name, phone number, and confirmation #?**
4. **Staging and Room Configuration:** Elevated stage **with ramp to the side for Elisa’s wheelchair.** Remove any lectern/podium, microphone stands or other visual obstructions before Elisa speaks. Secure cables with gaff tape. For large venues, please provide a warm spotlight onto center stage. **In addition, please provide the following –**
 - a. stage size and backdrop color:
 - b. seating arrangement (ie theater, classroom, rounds, etc) and expected attendance:
5. **Projector and Screen:** Elisa will bring a Mac 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. The laptop must be set up within sight and no more than 20 feet of the most distant point where Elisa will be located on stage. It works best to have it on a cocktail table so it can also work as a confidence monitor. LCD Projector with HDMI cable or VGA cable + audio cable will be needed. Elisa’s laptop stays in her possession. However, she is more than willing to work with your team on a tech check, preferably thirty minutes before she goes on stage.
6. **Microphone:** Wireless headset or lavalier microphone is essential for larger rooms. Elisa will bring her personal headset, with adapters for multiple systems, to plug into the provided microphone body pack.
7. **Audio & Video Recording:** We encourage professional audio and/or video taping of Elisa’s programs provided we receive a master copy within 30 days of the session. Recordings may not be sold, only distributed to your group. Will there be **Audio &/or Video Recording?** YES NO **DETAILS:**
8. **Speaker Introduction:** Elisa will provide a written introduction and closing to be read by the emcee for your group. Unless discussed otherwise, please deliver it as written. **Who will give the Introduction?**
9. **Audience Q&A:** In groups of more than fifty, Q&A is tempting but not usually an effective way to end the presentation. Instead, Elisa recommends asking selected audience members to submit questions to a moderator in advance. When the talk is over, one person can fire questions—ending the meeting on an up, not with, "okay, so there's no more questions, time to go." The other alternative is a great deal of Q&A, at least fifteen minutes.
10. **Handouts:** If applicable and as discussed, Elisa will provide the printed copies. We appreciate your assistance placing them on audience seats or tables and collecting copies afterwards.
11. **Signing Table:** Please provide a location for meet & greet after Elisa speaks.

Thank you for helping to ensure that Elisa can deliver Extraordinary IMPACT for your group. Please sign and date below.

Signature: _____

Date: _____

Print Name: _____

Title: _____