



# Meeting Planner Resource

In preparation for your event, here is some helpful information to ensure Vivian offers a successful program for you and your organization.

## Audio Visual Requirements

With the following audio visual needs, Vivian can ensure her presentation is interactive and engaging.

- Wireless lavalier microphone
- Projection capability for PowerPoint presentation
- Internet access for use of digital tools for participant interaction
- If Vivian's computer is used for presentation:
  - Appropriate cords to connect computer to your equipment; must be compatible with a MacBook Pro 2021
  - Electrical access to maintain computer charge

## Room Set-Up Request

The following setup suggestions will help to ensure Vivian's speaking engagement is poised for overall success.

- Distance from the first row of seats/tables to the stage should be no more than 10 feet.
- Ideal stage/riser height for audiences of up to 200 people is 6"-12"; for audiences of more than 200 people, 12"-24" in height is appropriate.
- Lecterns should be removed, or pushed to the side of the stage. Vivian is a high-energy, high-content speaker who loves to connect with my audience. She moves around the stage and often out into the audience. Please take this into consideration when planning your event.

## Additional Considerations

Vivian would love to discuss opportunities for book signings, bulk book discount rates, custom editions of her books and additional ongoing consulting opportunities to support your team, business or organization as well. Please reach out to learn more.