

SOUND:

- MICROPHONES:
 - One hand held wireless microphone with compatible microphone stand.
 - No Podiums; lectern type stands are not usable. Lectern or other equipment used by speakers preceding my performance should be removed from the performing area prior to the introduction.*
- One XLR cord connected to system without microphone.
- SPEAKERS: If the speaker system will be set in front of the stage, audio monitors for the stage are highly desirable.
- If the facility has a mixer, it would be appreciated.

STAGE:

- A riser/platform without any obstruction approximately 16 feet across with 12 feet depth and 12 inches high as a minimum is highly recommended for groups of more than 70 people.
- The PLATFORM/RISER should be situated approximately six feet from the front audience row to allow for easy audience member access. Excessive space between the performing platform and the audience is *not* desired. That is, NO dance floor separating stage from audience.
- Stage must be in an area that will allow good visual contact with all members of the audience. (The preferred location for the PLATFORM/RISER is along the long side of the room, rather than at an end.)
- STAIRS should be provided on both sides of the riser/platform.
- If available, a solid, dark color BACKDROP is suggested. **At a minimum, a solid wall works.**

SHOWROOM ACCESS

- Access to performance space at least one (1) hour prior to the start of the event. There can be no activity, props or equipment on or behind the stage area.

STAGE SET-UP

- ONE TABLE 4 feet in diameter. (Bar Height preferred.)
- A chair (bar height).
- 3 bottles of water.

LIGHTING:

- I do not need special lighting, but please be sure that all room lights are on before the performance starts. This will provide maximum visibility for all audience members. Generally, the stage must be well lit. *If stage lighting is available, please make use of it to create a general stage wash.*

MISCELLANEOUS (if applicable):

- Please provide contact information for the Technical Staff person at facility.
- If Applicable, all clearing of tables by wait staff should be completed before or after the show. Consider rearranging or removing any table decorations that may impede clear viewing of the performance (helium balloon decorations etc.) Please consider curtailing beverage service during the performance to minimize the possibility of audience distractions.
- I would be happy to speak directly with the site manager or client representative to clarify any of these recommendations.

PLEASE CALL US WITH QUESTIONS AT ANY TIME!!!!