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## Speaker Presentation Technical Details

In order to ensure the best possible environment for your audience, the following must be in place before ShySpeaks will be able to speak.

## - MICROPHONE

Order of preference for microphone:

1) Hands free microphone (lapel or country-man mic).
2) Wireless Handheld.
3) Handheld microphone with at least 30 feet of cord.

Sound System has been tested for proper operation.

## - STAGE / LIGHTS

ShySpeaks prefers a well-lit stage that is open and empty. She does not need a podium.
Please leave the house lights on enough so that ShySpeaks can see the audience from stage.

## - SEATING ARRANGEMENT

Please sit audience directly in front of ShySpeaks in a theater style setting. No seating behind or to the side of ShySpeaks while she speaks. If ShySpeaks is speaking at a school, she prefers to have the assembly in an auditorium. If a gymnasium is the only option, sit students only on one side with the remainder on the gym floor or contact us to discuss other options. The audience should be seated as close to the stage as possible.

- RESOURCE TABLE

Please put a table beside the exit of the room so ShySpeaks can share resources and autograph merchandise for your group. There should be a 15 -minute break immediately after ShySpeaks' speech in which she can interact with audience members, sign autographs, take photos, etc.

## - OTHER NOTES

Two bottles of water would be greatly appreciated. Room temperature is preferable.
Workshop audiences should be limited to 150 people however Assemblies can be up to 500 students.
The Client is responsible for sharing these requirements with the appropriate parties (tech crew, planning committee, etc.). It is very important to distribute this sheet. If these requirements are not followed, ShySpeaks does not guarantee the success of his speech.

Agreed to and Accepted by $\qquad$ Date $\qquad$

ARTISTCONTACTINFORMATION

Manager.
Artist Website:
Agent:
Email:
Cell Phone:

