

## **Event Preparations – Brooke Chesnut**

I am so excited to be working with your organization on the upcoming event. In order to have a smooth process of getting the information you need, we have included the most commonly requested information on the page.

### **Audio Visual / Room Layout Requirements:**

*Computer Projection:* Brooke's slides are displayed with Microsoft PowerPoint for Mac. He uses a Logitech remote for advancing. Any compatible data projector is acceptable, provided it is bright enough to have the screen clearly seen from the back of the room.

*Audio:* A wireless lavalier microphone is preferred.

*Internet Connection:* For program impact, Brooke may ask for access to a high-speed internet connection on stage. If this is the case, a hard-wired connection is preferred for consistent connection.

*Lighting:* Brooke prefers lots of lights on the audience to encourage dialogue and interaction. Please make sure the screen is positioned on stage so that the lights do not wash out the projected image.

*Seating Arrangement:* Chevron – style seating is preferred for both theater and workshop environments. This creates better access to the audience and allows a better view of Brooke and the screen.

*Front of Room:* Please provide a small table for notes and laptop.

Thank you for reviewing this information to make your event the best possible! Please don't hesitate to call us with questions: 719-425-5099.

