



A/V & Staging Guidelines for Catalyst for Creativity + Courage Playshops

Microphone

- Victoria prefers **to use and bring her own microphone over the ear attachment as an option to connect with the venue's in-house wireless belt-pack** transmitter.
- **Specs: Apex575 Universal low-profile head or neck-worn condenser microphone outfit for use with wireless systems.** See link below. Detachable cable assemblies with interchangeable connectors: TA3F, TA4F, locking four-pin and locking 1/8th-inch TRS jacks. Compatible with virtually all wireless belt-pack transmitters.
<http://apexelectronics.com/microphones/live/headset/product/apex575/>
- If her attachment doesn't fit, please have an in-house wireless around the head microphone, aka a country-man styled mic (preferred) or wireless lavalier microphone as a back-up.
- Please have **fresh batteries in the in-house wireless belt pack.**
- Please **arrange a time for her to discuss with the tech person** whether or not the mic connector is compatible with the venue's sound system and to discuss lighting.
- If the audience / room is small, a microphone is not needed. Please confer with Victoria.

Room Set-Up

- Large 'playing space' cleared at the front of the room to perform improv games for the entire group. If the group is over 100, space should be enough for two circles of 25.
- People need to be able to write either on their laps or at tables for creativity exercises.
- Set-up of chairs and tables depends on the type of room and number of attendees. If the group is small (approx. 20-25 people) chairs should be set up in a circle or semi-circle. In addition, 2 – 3 tables for writing set behind (optional). If the group is large, chairs can be set up in theatre style or with tables with chairs. **Please talk with Victoria to discuss optimal arrangement.**
- **A small table** beside Victoria's chair for her notes
- **Water with a glass** on the table.
- Both Victoria and attendees should be well lit.



Supply List

- 2 Handouts for each attendee: Get Crazy for Life Writing Rules + Playshop Booklist
- Flip chart and fresh markers
- Extra pad of flip chart paper available for use the evening or 2 hrs. prior to the playshop
- Paper and pens for each attendee for workshop exercises.
- Name tags

Sound Check

- **Tech (sound, mic) + room check at least 30 mins prior to** start of program or at a convenient designated time (i.e.: the day before). If this is not possible, please let Victoria know when she might be able to view the room.
- Victoria has pre-playshop music on a jump drive. An in-house sound system is adequate to play the music. Playing of the pre-playshop music is not essential.



Thank you for your assistance.
These arrangements ensure the workshop will have
the most benefit and the best impact on your audience.
Questions? Email Victoria at victoria@victoriamaxwell.com or call
604.885.7465 or on her cell 604.317.1632