



A/V and Staging Guidelines for Workshops

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 backup.
- 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 or room is small & a microphone is not needed, please confer with Victoria to confirm this information.

Equipment & Assets

- **Client supplied laptop** (Victoria will bring her laptop & memory stick as a backup).
- **PowerPoint LCD projector and screen.**
- If possible, please provide **a comfort monitor** (an extra monitor + output) so Victoria can see the notes on her slide deck.
- Ensure **attendees have sheets of paper and a pen or pencil** for workshop exercises and to take notes.
- **Flip chart and fresh markers.**
- A slide deck of the PowerPoint slides can be made available to attendees



Venue Preparation

- Set-up of chairs depends on the type of room and number of attendees at the workshop. **Ideally tables with chairs (6 – 8)**. Please talk with Victoria to discuss optimal arrangement.
- **Lectern/podium with a small table** beside lectern/podium for Victoria's notes
- At least one bottle of **water with a glass** on the lectern or table
- Both Victoria and attendees should be well lit, with the screen slightly less lit (if possible).
- **Tech (sound, mic, PowerPoint projector, laptop) & room check at least 30 mins prior** to start of program or at a convenient designated time.
- Victoria has pre-workshop music on a jump drive. An in-house sound system is adequate to play the music. Playing of the pre-workshop music is **not** essential.
- Please **let Victoria know the colour of the backdrop & side curtains (if any) or the colour of the wall that will be behind her** (the colour influences what wardrobe she wears so she will easily be seen by the audience).



Thank you for your assistance.
These arrangements ensure the show 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