

## Dear Meeting Planner ---

### Good planning will make us both look good!

#### Check List

- Cordless Lapel Mic
- Handheld Cordless Mic
- Laptop Computer
- Brakeall's PPT on Disk or CD
- Remote Controller
- Projector
- Screen (Across Corner)
- A/V Technician
- Bar Stool & bottled water
- Display table
- Introducer & Introduction
- Handouts & Distributors
- Chevroned Seating
- Risers for audience of 10 rows +

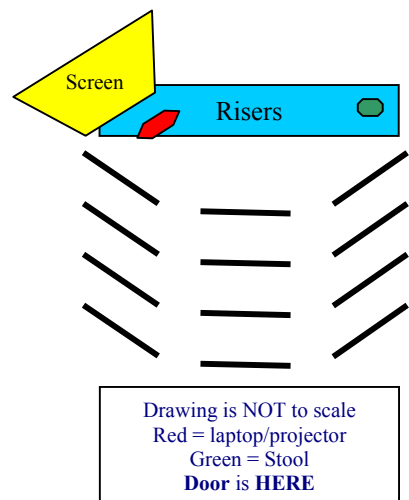
#### 1. A/V EQUIPMENT:

- Please have **both a cordless lapel microphone** and a **handheld cordless microphone** for Linda's presentation. It is important that a **sound technician** be available for the twenty minutes prior to her presentation to assist with sound requirements.
- Please have a **laptop, projector** with **remote** controller, and **screen** available and ready, so that Linda Brakeall can simply bring her program on disk or CD. She will be happy to **email PPT program** to you in advance to test on your equipment to prevent surprises. **IMPORTANT:** Position screen across a corner – rather than centered behind the speaker. **PPT** is an auxiliary tool, not the event.

*NOTE: I can work with overheads if required.*

#### 2. ROOM SET-UP

- Please have the **room set** with the **speaker** in the middle of the **long side** of the room opposite the entrance doors.
- To create intimacy, interaction and rapport, **chevron** the seats and tables so that **sight** lines are **clear**, and the **audience** is **close** to the **speaker**. It is preferable to have two aisles with a central row of seats.
- If there will be more than 100 people present, (or more than 10 rows) please arrange for **risers**. **Invisible speakers are far less effective!** <G>



- Please have the hotel provide a **bar stool** or a tall chair at the front of the room. And drinking water, please.
  - Please provide a **display table** near the exit door.
3. It is preferable for **handouts** to be **placed** on the **empty seats prior** to the presentation. If this is not possible, please have **two to six designated people quickly distribute handouts** at the appropriate time, just before the presentation.
  4. Ms. Brakeall is happy to attend your **social functions** to meet as many of your members as possible **after** her appearance.
  5. If food is being served, please have the wait staff **clear the tables AFTER the speaker** is finished
  6. Please ask the **emcee/host** to read the provided **introduction** for Linda Brakeall as it is written because it “sets up” her presentation.
  7. **We want to maximize the learning, enjoyment and take-away benefits for your group by presenting a seamless program. The details above will make a great difference.**
  8. **From Linda: *Is there anything I can do for YOU?  
Or any adjustments that we need to make to make this BETTER?  
I am always flexible and willing to work with you.***

**Contact:**

**Linda Brakeall**  
**11 Arrow Wood, Suite 2A**  
**Hawthorn Woods, IL 60047**  
**800-662-7248**  
**Direct Line to Linda 847-540-0445**  
**[Linda@LindaBrakeall.com](mailto:Linda@LindaBrakeall.com)**  
**[www.TheRespectedWoman.com](http://www.TheRespectedWoman.com)**