



MISC. SPEAKING LOGISTICS

A. MIC PREFERENCES:

- ___ 1. Over the ear model
- ...OR...
- ___ 2. Lapel/clip mic

B. RECORDINGS:

- ___ Could a video recording be available?
- ___ Could an audio recording be available?

C. STAGE SETUP PREFERENCES:

- ___ Light/small podium, lecturn or music stand (adjustible height. Diane stands barely 5 feet tall :)
- ___ Small table or stool next to podium, for easy access to laptop (slides), extra books or materials.
- ___ Tech support for connecting cables, etc for laptop and screen projection
- ___ Projection (slides). Diane will provide her own clicker to advance slides, unless a different arrangement preferred(i.e. staff/volunteer to run slides, arranged in advance.)
- ___ Extra Audio: Background music, amplified sound effects (if applicable)
- ___ Bottle of water

D. BOOK TABLE:

- ___ 1-2 trustworthy volunteers to assist with purchases. Comfortable with a register technology on my phone.
- ___ Password for event location's wireless internet, sent before the event.
- ___ 6+ ft. table with a table cloth is great. I'll organize the books/materials in advance for the book table volunteers

Thank you for the honor of partnering with you in ministry!

DIANE
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