

The Corporate Woo-Woo™
Michelle Skaletski-Boyd
A/V Set Up Guide

Ambiance is an important enhancement to room set-up. This A/V guide will help provide your audience with the most ultimate of atmospheres. Please discuss any changes in the room's A/V set up with Michelle prior to making changes. We are flexible and do not want to cause you additional work; however, we have found that just a little effort can mean a great deal to the outcome of the event.

- 1) Audio Visual Materials:
 - A. Working PA System with Wireless (Tie clip) microphone
 - B. Michelle Skaletski-Boyd can either a) bring her laptop PC – OR- b) bring her PPT presentation on a thumbnail USB drive.
 - C. Mini-Jack cable hooked into the sound system so that audio and video clips on USB drive/laptop can be heard

We will need you to provide the screen and the computer projection system with a "presenter wireless" hand control.

- 2) Staging – If a podium is being used for introductions, please set it back a few feet from the front of the stage, if possible, so that Michelle Skaletski-Boyd can walk in front of it.
- 3) Lighting – Dim the screen area (unscrew ceiling bulbs above the screen), but leave full house lights on during the program. Michelle Skaletski-Boyd needs to see the audience's faces, and they need to see her facial expressions too.

Michelle moves around during her speech. If the room has spotlights, aim them toward the very front center of the stage.

- 4) Recording: A/V taping is encouraged. If you're interested in taping Michelle Skaletski-Boyd's presentation, please contact her team via email at info@soul-felt.com

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