



TERRY HAWKINS – AV REQUIREMENTS

- **2 flip charts** with flat smooth paper. Please place next to each other in the center of the stage. Terry will bring her own markers.
- **Sound system** If your conference is using an AV company Terry will ask them to play a song while the audience take their seats and a few bars as she runs up onto the stage after being introduced.
- **Head piece microphone** (not a lapel mic as Terry has a great amount of movement in her presentation)
- **Dressed trestle table** (with a bottle of water at room temperature). Please place the table near the flip charts. Terry will put her product (prior permission will be sought), pencil case and clock on it. Please supply a bottle of water instead of a glass and jug as Terry will take quick sips in between speaking and finds a bottle easier to use to avoid spillage.
- **Stage/Raised platform.** Terry prefers a large stage area as she moves about a lot in her presentations. Please ensure it is large enough to fit both the flipcharts and for Terry to move about in front of them. If the stage is more than one step high please provide steps preferably in the middle/front area as Terry will move off the stage and walk in front of the audience.
- **Seating** – Theatre style is preferred, however, classroom or cabaret are also fine. Terry is very flexible so will work in with client requirements.
- **Trestle table** for Terry's product. Please place at the back of the conference room or just outside the door. (Prior permission will be sought regarding display of Terry's product).

FOR AUDIENCES OF 150 PAX OR MORE PLEASE ADD THE FOLLOWING:

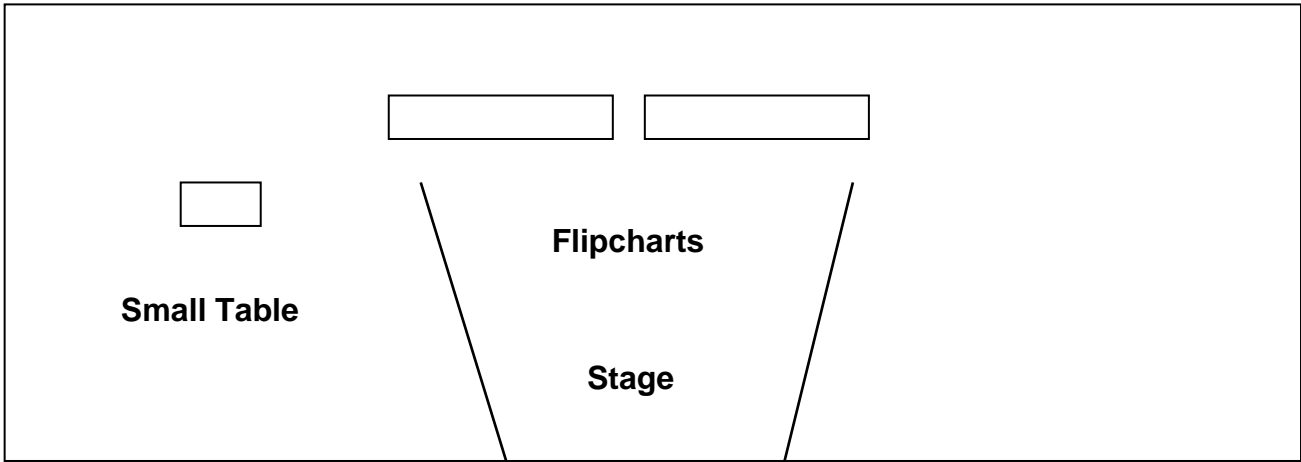
- **Where a fixed camera and video feed** is used, to ensure the flip charts are in full view, please place the fixed camera on the flip charts and project the image on to a screen. There are some points in the presentation where the audience needs to see Terry's facial expression and at these times Terry will stand in front of the flip charts so she will be in view of the camera and the image projected on to the screen. If the screen is located low to the ground in the centre of the stage place the flipcharts to one side and place on an angle. (This is required so the audience can view the flip charts). Where a fixed camera is used, both flip charts need to be in view so they can be projected onto the screen at the same time. This does not apply when a roving camera is used.

If the flipcharts are obstructed from audience view or the audience size is larger than 150 then a video feed may be required.

TERRY HAWKINS – RIDER REQUIREMENTS

- **If Terry is required to stay overnight** and you have organised her accommodation, please advise the hotel that dinner and beverages are to be charged back to your master account. **Thank you.**

Screen for video feed



Stairs

Seating



Fixed camera on flipcharts

To be viewed on screen