



LISA RYAN, CSP LOGISTICS CHECKLIST

If there's one thing I've learned from my speaking experience, it's that a successful event is created by managing the details. Thank you so much for your help in making the following logistics happen. Together, we'll create a positive, fun, and memorable experience for your participants. Let's do this!!!

LET'S SET THE STAGE FOR SUCCESS!

LOGISTICS RUN THROUGH	Please provide 30-minutes where Lisa and the AV team can test the sound, go through the presentation, and ensure everything is working properly before the event.
ARRIVAL	Lisa makes every effort to get in the day before her program. Please let her know if there is an event the evening before her program, as she does like to attend those functions.
ARRIVAL DAY OF PROGRAM	Lisa will arrive on-site at least one hour before her speaking time, unless directed otherwise.
INTRODUCTION	Please download Lisa's "Stage Introduction" and use this to introduce her to the audience.
MICROPHONE	Lisa prefers a wireless handheld microphone. Please make sure it has fresh batteries. A second microphone for audience participation and questions is also helpful.
PODIUM	Please remove the podium or move it to the side of the stage so it does not block audience's view.
CONFIDENCE MONITOR	Lisa will need to see her presentation without turning around and looking at the screen. Please provide a confidence monitor or ensure her laptop is visible from the stage.
PRESENTATION	Lisa will use her laptop to project the presentation. The slides are optimized for a 16:9 display.
SLIDE ADVANCER	Please provide a back-up long-range slide advancer.
RECORDING	Recording of the presentation is permitted for non-financial use if speaker gets the master copy of the raw footage that she can use freely in her marketing efforts.
AUDIENCE INTERACTION	Please have a wireless handheld microphone and a mic-runner available to capture audience comments and questions.
ACCESS TO STAGE	Lisa occasionally brings audience members up on stage. They will need easy access to the stage.
SOCIAL MEDIA INFO	Please tag Lisa in any photos on social media at Grategy.
VIDEO TESTIMONIALS	If testimonials are part of your contract, prepare to record them immediately following the event.
HOTEL ARRANGEMENTS	Please send Lisa the confirmation # to her hotel reservation based on preferences outlined in contract.
PAYMENT	All payment must be received prior to Lisa's program. 50% deposit holds the date and the balance is due ten days before the event.
BOOK SIGNING	If a book-signing is part of our contract then please provide a cocktail table and chair, black tablecloth, sticky notes, pens, and one staff member to help manage the line.