

LuCindy's Room Set-up & Audio/Visual Requirement's

ARRIVE TIME / SOUND & PRESENTER CHECK

Sound check is requested 30 mins prior (or as stated in the contract) to test all equipment

Visual/Audio

LuCindy will use her Mac Laptop to present her "Keynote (Mac version of powerpoint) presentation. She has the Mac HDMI dongle connection. Please provide a 1/8 stereo cable for audio connections to your sound system. LuCindy provides her own headset wireless body pack and diversity wireless unit. Please coordinate proper audio frequencies.

Confidence Monitor / Clicker / Timer

Minimum 42 inch confidence monitor with dedicated SDI to HDMI converters. LuCindy provides her own clicker otherwise whatever the venue provides. Please provide timer and make visible.

VIDEOGRAPHER / ASSISTANT

LuCindy has a videographer who will be facilitating the sound checks, laptop for setup. If camera crew is provided by venue, an SDI/HDMI feed for recording is requested.

Room Set-Up

FiJi Water preferred - otherwise spring water.

If a meal is served, please introduce LuCindy after all food has been served and venue staff has left the room (unless we have discussed otherwise)

Food/Dietary Preference

If LuCindy will be joining you for a meal, please provide dairy-free and meatless options.

Contact Information

The day of the presentation, please feel free to email LuCindy at booking@lucindylachell.com if you have any last minute change, questions or concerns