



HOW TO FASCINATE

DISCOVER YOURSELF THROUGH
THE SCIENCE OF FASCINATION

A/V SET-UP SHEET

We appreciate your help in planning ahead to make Sally's presentation a flawless success. Please make sure your Audio-Visual team plans ahead for the following:

1. **LAPTOP AT FRONT OF STAGE, TO SALLY'S RIGHT**
Sally presents off her own Apple laptop, which must be on stage with her. The laptop sits on a tall surface (podium or bar-height table).
2. **CLEAR CENTER STAGE**
Please make sure the stage is clear in the center so she can walk back and forth across the stage.
3. **INTRO VIDEO**
Sally's intro video is played right BEFORE she goes on stage, AFTER she is introduced. Her video intro can be downloaded here:
<http://bit.ly/HogsheadIntro>
4. **CONFIDENCE MONITOR**
5. **WIRELESS LAV**
Sally is not able to use an over-the-ear microphone.
6. **AUDIO HOOKUP**
Sally's presentation uses embedded files.
7. **QUIET ROOM FOR 1 HOUR AHEAD**
Please don't schedule any meetings or transition for 1 hour before Sally's presentation. No need for a meal, just provide an uninterrupted area to allow her to focus on creating a success for your audience.

Thank you, we appreciate your help!