

## **Sara Ross A/V Requirements**

- **MICROPHONE**

Sara requires a “countryman” or a wireless lavalier microphone connected to a professional audio system.

- **AV TESTING / SOUNDCHECK**

To ensure a smooth engagement, Sara requires an AV test at least 30 minutes before taking the stage. Ideally, attendees will not be in the room; however, if that cannot be accommodated, Sara is happy to arrange an alternative time that works best for the client.

- **CONFIDENCE MONITOR AND TIMER**

Sara strongly prefers at least one confidence monitor with the current slide displayed, if possible. Additionally, please have a countdown timer.

- **NO PODIUM**

Sara prefers a clear front-stage area as she will be moving around the stage for maximum audience engagement. If a podium must be present, she requests it be pushed back, preferably to the side of the stage, to ensure the audience view is not blocked.

- **KEYNOTE DECK**

Sara will provide her deck **72 hours before** the event to be uploaded and tested on the client/event venue's computer system. Please note, Sara's PowerPoint deck is in 16:9 display ratio with each slide being a graphic or embedded video (no internet access required). While this is done to minimize potential formatting issues, it makes the deck too large to send via email. Sara will provide a Dropbox link or can upload to the client's preferred cloud server.

- **WATER**

Please have a bottle of water available for Sara while speaking.

- **LOGISTICS AND SCHEDULING**

Consider scheduling a break right after Sara's keynote to allow people to ask Sara questions and share their insights one-on-one. In addition, you get increased event buzz with break-time conversations where people can discuss and share what they just learned!

- **TRAVEL**

Because of potential travel delays, Sara prefers to arrive the day before. Please book a king bedroom on a high floor with a late checkout guaranteed. If a room at the event venue is not an option, please suggest hotels closest to the venue.

- **HANDOUTS**

Unless otherwise agreed, Sara requests her deck not be available on event apps, for attendee download, or publishing as a handout. If agreed to, Sara will provide a specifically designed one to be shared only after her keynote. Any other handouts or follow-up resources will be provided with the keynote deck.

- **PHOTOGRAPHY**

Feel free to take as many photos as you like before, during, and after the keynote. Sara LOVES having the audience excited about the content! Share away, but please ensure Sara receives copies and is tagged on all social posts.

Instagram @Sara\_J\_Ross

LinkedIn /in/SaraRoss1

Email hello@sarajross.com

Unless otherwise stipulated, the client agrees that Sara and her team have the right to photograph the session as well and use the photos online or in print.

- **RECORDINGS**

Sara owns and retains all rights to her materials and content. They cannot be reproduced or distributed in any form without consent. Recordings of Sara's presentation are welcome under pre-determined distribution conditions. Sara requests that all recordings be shared with Sara **within 7 days** post event.

- **BOOK SIGNINGS**

Thank you for purchasing books for your attendees to deepen their learning and extend the experience! Sara welcomes the opportunity to sign books for your attendee's after her keynote. Please provide a signing table and two new black Sharpies. Alternatively, schedule permitting, Sara can pre-sign books for attendees the evening before her keynote or provide pre-signed bookplates.