



Zelda Greenberg's **Special Requests / AV Needs**

Please have available the following equipment...

- Zelda prefers a double headset mic or a single rather than the Lavalier mic.
- A/V Projector and screen
- Full house lights (if using image magnification and/or videotaping, please use as much house light as possible)
- The AUDIO OUT from Zelda's computer must be patched into your system for audio to accompany some of the videos that Zelda will present.

Zelda will bring her PC laptop and all the necessary connectors needed for the audio and video clips to play from her presentation through the event location's system.

Unless we are informed otherwise, visuals are prepared in the 16X9 format.

SET-UP TIME

Zelda needs to set up her materials at least 30 minutes away from the audience. Someone from Zelda's team will be on hand to help distribute materials on tables or under chairs if Zelda is doing a hands-on activity with the audience. This will be discussed in more detail after the program is booked.

STAGE SET-UP

Please have water on the stage for Zelda.

PODIUM

Zelda is a mighty powerhouse, but she is short in stature so PLEASE move the podium or lectern out of the way. If a lectern is being used for introductions or other presenters, please set it a few feet from the front of the stage to allow Zelda to move in front of the lectern during her presentation. Zelda will not use a podium during any part of the presentation.

Questions or Other Needs?

Please Contact Zelda at (904) 524-5053 or Zelda@GoZelda.com