

LOGISTICS AND A/V SPECIFICATIONS

Attendance

In order to get to know everyone and learn even more about your business, Lauren loves to attend as much of your event as possible. If she speaks in the morning, she will fly in the night before and attend any evening function that you have the night before. In addition, if her schedule allows, she may attend local unit meetings or other events in order to do a deeper dive into your specific business model.

A/V Requirements

Keynotes -

- Lavalier microphone with fresh batteries
- If there is a head table, please set it back 2-3' so Lauren can speak in front of it.
- Two 6' tables (covered and skirted) to display Lauren's resources.

Break-out Sessions –

- Lavalier microphone with fresh batteries
- If there is a head table, please set it back 2-3' so Lauren can speak in front of it.
- Two 6' tables (covered and skirted) to display Lauren's resources.
- Projector (Either suspended or rear projection is preferred so Lauren won't be walking in front of the light stream.)
- Screen (large enough for easy viewing by all audience members)
- Seating Configuration - Classroom style seating is always preferred for break-out sessions, so attendees have something solid to write on. Theater style will work if necessary for larger groups.

Sound Check

Unless otherwise requested by the A/V staff, Lauren typically arrives to the conference/meeting space one hour and fifteen minutes before the presentation for an A/V check. It is requested that someone who is familiar with the equipment be present to assist with this. If possible, that same person should be available during the first five minutes of the presentation to double check that things are working properly.

Communications

You will not need to worry, wondering if Lauren has arrived safely, or scramble at the last minute to see if a replacement is available, "just in case." Lauren will notify you when she has left Kansas City (or wherever she is flying in from), when she lands and when she checks into her hotel. She is always just a phone call, text or email away.

913-530-6673 lauren@laurenschieffer.com

Emergency Contacts

Just in case - Ron Schieffer 913-530-66343 (Spouse)
 Melissa Schieffer 913-530-6617 (Daughter)

Handouts

If Lauren will be utilizing handouts for her presentation, she will bring them with her or have them shipped ahead of her.

Payments

In order to confirm an engagement on Lauren's calendar, a 50% deposit is required. Checks may be made payable to High Road Solutions, LLC and mailed to 16125 152nd Street, Bonner Springs, KS 66012. The remaining balance may be mailed two weeks prior to the event or hand-delivered to Lauren upon arrival at the venue. If a credit card payment is preferred (MC, Visa, AmEx), feel free to contact Lauren at 913-530-6673 to complete the transaction.

Promotion

Lauren is committed to helping you make your event a smashing success! She is therefore, happy to record a short pre-event promotional video, submit a helpful article for your newsletter or website, engage on Facebook, and supply all the necessary graphics and copy for your brochure.

Travel & Transportation

Lauren has a flat travel fee to cover airfare, ground transportation, lodging, meals and incidentals. This flat travel fee will vary depending upon distance, how easy the location is to reach and average cost of lodging.

Videography & Photography

You are welcome to videotape and photograph Lauren's performance. However, please get written permission first with master copies sent to Lauren within one week of the event.