



Lisa Ford AV/Room Requirements

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room setup and A/V requests enhance Lisa's program for the ultimate benefit and enjoyment of the audience. Please discuss any changes in the Room and A-V Set-Up below with us beforehand. We are flexible. Our only concern is to do the best program that we can do for your group.

1. Audio Visual Materials:

- Wireless lavalier microphone

2. Staging:

- Small square or round cocktail type table
- FULL lighting on the speaker (no spot light on the speaker)

3. PowerPoint/ Slides

- When a PowerPoint is being used it will be sent ahead of time to be loaded on the client's laptop.

4. Recording:

- Recording is not permitted without advanced written authorization from the speaker. If you plan to video or audio record any portion of Lisa's program, please contact our office to request a Recording Agreement. Depending on the intended usage, an additional licensing fee may apply.