



Jolene Brown, CSP

Professional Speaker

Jolene Brown LLC

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**Set Up & Equipment Needs for Events with both
Keynote and Workshop Presentations**

Keynote Equipment

- Jolene prefers not to speak from behind a head table or lectern;
- Hand-held wireless mike (not lavalier)
- Low raised platform if needed for visibility; close to the front rows of the audience

Workshop Equipment

- wireless clip mike or headset
- LCD projector with all cables
- screen
- power strip
- Jolene will bring her laptop with PowerPoint 2007. Please provide one backup laptop with PPT program in case of "surprises." She will be advancing her slides with a remote.
- attendee seating close to the speaker
- water pitcher and glass
- please provide a pencil or pen for each participant

Materials

Each participant will receive a workbook containing key printed ideas and additional support materials for the presentation. Copy ready originals will be sent (as a PDF) for you to reproduce. Please make color copies (can be 2-sided), collate and staple one set for each participant.