

## Your Onsite Checklist

As you prepare for your event, please set aside some time to address the following considerations which will help ensure the success of your event. Also if you have any questions feel free to contact Tiana directly, (503) 358-3200, as she is committed to making your experience as smooth and simple as possible.

### AV Needs

- Tiana prefers a wireless mic; however, she can use a handheld.
- Please provide an Infocus and screen, if you prefer to use your own computer Tiana can provide her presentation and video by Dropbox. **This is only a requirement for corporate programs and follow-on workshops, if Tiana is keynoting at your school or college this is only required if you choose to do the video introduction.**

### Stage Setup

- Staging. Tiana prefers not to speak behind a podium or head table. If people are seated at a head table, please ask them to move to a spot in the audience before Tiana is introduced.
- Seating. Please make sure there is a chair or a stool on the stage.

### Room Setup

- Sound. Please check the sound system to ensure it's working properly.
- Lighting. Please check the stage and room lighting to ensure adequate visibility for your audience.
- Seating. If possible, please ensure that audience is on one side facing Tiana. However, if you are a high school that needs to put students on both sides of the gym Tiana can work with that.

### Introduction

- Point person. Please designate someone to introduce Tiana. Also please introduce the individual responsible for the introduction to Tiana prior to the event so they can clear up any questions.

### Payment

- Check. Has payment been processed, and/or is a check ready?