

Just a Reminder

Kay will need...

1. A **high quality lapel microphone** for Kay and an extra **hand held microphone** (Wired or wireless) with a round based stand for an emergency mic.
2. Kay is a singer/speaker...A **good sound system** is needed capable of playing **CD's** for her accompaniment music....**and if possible a DVD player and screen** capable of playing some video portions.
3. A **sound person** to run the system, who will meet with Kay one hour prior to the event. (Kay will have a typed sheet, easily understood with cues and necessary information)
4. **Monitors for music** on the stage, if at all possible.
5. **Strong full stage lighting** to highlight the middle stage area....Spotlight if possible.
6. A **sofa table** or six foot table, center stage, to be used for props. (Kay will provide tablecloth)
7. A **changing screen** (either lattice, or whatever you have) that would be capable of hiding Kay for one routine....to be placed center stage, behind sofa table....if it is lattice....please cover the back...it would be helpful if it is at least 6 ft wide and at least 6 ft tall.
8. **No podium** is necessary....a **metal music stand** is preferred.
9. For a Conference or Retreat: If Kay will be speaking in three one hour sessions, she will need **Powerpoint capabilities** for her teaching portion.
10. In the departure area.....**two eight foot tables** are needed for product sales... (Kay will bring table cloths)
11. **Four outgoing women** are needed to sell at the product table (Kay will meet with them 20 mins. prior to the meeting)they will need to be available just prior and after the event.