



VICTORIA LABALME

*Thank you for booking Victoria for your upcoming event.
We've provided the items below to make your audience's experience the best possible.*

*If you have any questions, please contact the production team:
Studio@VictoriaLabalme.com
212.645.1101*

AUDIO & VISUAL REQUIREMENTS

1. A sound system for Victoria's microphone.
Note: Victoria will bring her own wireless countryman lavalier microphone, transmitter, and receiver. Given Victoria's extensive movement and physical comedy on stage, these customized microphone components are critical to the success of the show.
2. A DVD player and projector system to be run by a professional technician. We ask that the system be set up away from the stage and out of sight of the audience – preferably, at the back of the room.
3. A CD player connected to the main sound system
4. A screen large enough for audience to see. For audiences larger than 400 people, we strongly recommend an IMAG screen.
5. In the event that the given presentation includes slides, Victoria will bring her own Apple/Mac laptop and any/all connectors needed to play from the projector.

STAGE & SEATING REQUIREMENTS

1. No lectern or podium. If there is one on stage for a previous speaker, please have the staff either remove it or move it to the side of the platform before Victoria begins.
2. A raised platform:
 - High enough so that Victoria can be seen by everyone in your audience; ideally 6"-12" for audience up to 200 people, and 12"-24" for audiences of 200+ people.
 - Large enough so that she can move extensively; the ideal stage size is a rectangle comprised of four to six 6'x8' risers
 - Distance from the front of the stage to the audience should be no more than 10'
 - If the room has spotlights, please aim them toward the very front of the stage
3. Please use theatre-style seating if possible. Please avoid a wide center aisle. Two down the sides is preferable.
4. To maximize the presentation's success, it is necessary for audience to be seated in front. We recommend taping or roping off the final rows of chairs before doors open and then releasing these seats only once the front and middle sections are completely filled up. This ensures a better experience and also ensures that latecomers will find seats in the back and not disturb the presentation when they enter.

RECORDING TERMS

Recording devices of any kind are prohibited without express written permission of Victoria Labalme. If you are interested in recording, please contact either Victoria's office or the booking agency that set up this event.