



# VICTORIA LABALME

[www.VictoriaLabalme.com](http://www.VictoriaLabalme.com)

## AV REQUIREMENTS

If you have any questions, please feel free to contact us: [Studio@VictoriaLabalme.com](mailto:Studio@VictoriaLabalme.com)

### Audio and Visual Requirements:

- E6 wireless countryman lavalier microphone
- Countdown timer
- A confidence monitor is preferred but not required.
- Victoria will bring her own Apple/Mac laptop MacBook Air and will run her slides in Keynote software in 16x9 format from her laptop on stage.
- Please have if possible
  - good lighting and sound
  - wiring to stage so Victoria can place her computer on a table on stage
- An A/V check a minimum of 1 hour before the “doors open” time.

### Stage and Seating Requirements:

- No lectern or podium. If there is one already on stage, please have the team either remove it or move it to the side of the platform before Victoria begins.
- A tall cocktail round (upstage left corner of stage) for Victoria's computer, a glass of water and notes.
- We recommend avoiding a wide center aisle. Instead, have 3 seating sections (Center, Left, Right) with aisles on either side. Center Orchestra are the best seats in show business. Why give those up to an aisle?

### Recording Terms:

Please be aware that this is a copyrighted presentation and recording **is strictly prohibited** without a signed recording contract. Please reach out to us if you would like to explore the option of recording. [Studio@VictoriaLabalme.com](mailto:Studio@VictoriaLabalme.com)