

## Sylvia Baffour's Room and A/V Setup

Proper setup of your event space is key for maximum success. Below are some ideas that will add to the quality of your meeting. Please keep in mind that although they are not required, using these principles can enhance positive, enthusiastic responses from the audience. If you have any questions, please call (202) 656-7530, and we would be more than happy to assist you.

### 1. Audio Visual Materials:

- A. Wireless lapel microphone
- B. Sylvia can either 1) bring her laptop (HP), or 2) bring her PowerPoint presentation (slides) on a USB flash drive key. You provide the **white projector screen** and **PowerPoint presentation projection system**.
- C. A small table for her to place a few items on.

### 2. Staging:

- ✓ If a podium is being used for Sylvia's introduction, please set it back a few feet and off to the side from the front of the stage or the area where Sylvia will be presenting, so that Sylvia can walk in freely in the presentation area unobstructed.
- ✓ A four-foot table (rectangle shape preferred) near the stage or front of the room, please set it off to the side a few feet, for Sylvia's props and support materials.
- ✓ For an audience size of more than 100, we strongly suggest using a riser.

### 3. Lighting:

- ✓ Please dim the screen area (unscrew ceiling bulbs above the screen, if possible), but leave full house lights on during the program. Sylvia needs to see audience faces and they need to see her facial expressions as well.
- ✓ Sylvia moves around during her speech / training presentations. If the room has spotlights, please aim them toward the very front of the stage.

### 4. Recording:

**Recording Sylvia's program presentation is encouraged.** However, there has to be a Presentation Recording Agreement signed by you and Sylvia Baffour beforehand in order to record her presentation —due to many of Sylvia's presentations being registered trademarked presentations.

There is an additional, separate, recording fee that must be paid up front, in-full, for your organization to be granted "written" permission to record any of Sylvia's presentations. Without a written *Presentation Recording Permission Letter from Baffour International, LLC*, you or anyone in your group may not setup any type of audio or video recording system to record Sylvia's presentation.

**Please contact Baffour International, LLC** in advance to discuss and confirm recording Sylvia. **(202) 656-7530**