

PATRICIA ROSSI

Impressions • Influence • Impact

Once you've engaged Patricia Rossi to come and speak at your event or organization, here are some suggestions to help make it a spectacular event:

- 1. Seating.** If tables are set in rounds, please set chairs in a semi-circle or half moon to the stage so that everyone can see without twisting and turning.*
- 2. Food & Beverages.** If a meal is being served, please ask servers not to collect dishes, clean room, or pour beverages during Patricia's presentation.*
- 3. Handouts.** If a handout is needed Patricia will provide it in an electronic form (.doc or .pdf). Please print an appropriate amount and distribute prior to the presentation.
- 4. Book Signing.** If you have arranged for a book signing, please place a 6' covered high top table at the back of the room.
- 5. Presentation.** Patricia will use a multi-media presentation. Please provide an LCD projector and computer for Patricia's PowerPoint presentation along with a wireless remote.
- 6. Table.** A table will be needed at the front of the room large enough to fit a few props.
- 7. Wireless Lavalier Microphone.** Patricia will be move during her presentation. A wireless lavalier microphone is preferred to allow for that movement if there are more than 50 attendees.**
- 8. Wireless Hand-held Microphone.** A wireless hand-held microphone is also needed for audience participation, if audience has over 50 attendees.
- 9. Podium.** Patricia is allergic to podiums so please, no podium on stage.
- 10. Moats.** Patricia likes to be as close as possible to her audience so please no moats unless she's speaking from a castle.

* If a demonstration is to be performed this may be waived.

** Required if a demonstration is to be performed.