



## **MEETING PLANNER LIBRARY: HELPING CREATE SUCCESS FOR YOUR EVENT**

We understand that every room is different in size, configuration and lighting. And Marquesa's requests might not be appropriate for your situation. Marquesa would love to speak to your meeting planner to discuss ways to maximize your particular setting.

**Nothing is more important to us than helping to make your event a resounding success.** In order to make sure nothing "falls through the cracks" at showtime, we've created the following pre-program checklist that will assist us greatly in presenting the best program possible for your group.

Please send us any information such as industry magazines, company history, recent newsletters, or product brochures that will increase Marquesa's understanding of your organization, its products, people, and challenges. If available, please send us a copy of the program that will be used for this event.

**We appreciate your help; please [contact us](#) if you have any questions.**

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### **Platform**

With groups of 200 or more, Marquesa is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy her presentation. Please have steps placed in the front, if possible.

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### **Small table**

(approximately 2'x2') instead of a podium on the platform for drinking water and laptop.

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### **For a smaller space appropriate for seminar, breakout session or workshop:**

- U-shape is preferred for a group 20 or fewer; Larger groups no preference on seating
- Small sized (approximately 2'x2') instead of a podium on the platform for drinking water and laptop; prefer to not use equipment racks or long tables due to blocking of speaker from audience
- Wireless mic is not necessary for group of 50 or less

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- Seating is important to the success of a program, too many seats subtracts from the space energy; a small group in a large room subtracts from sound and space energy; a boardroom seating with too many participants creates too much distance between the speaker and the end of the board table. Here a tip, if a boardroom is your only option put Marquesa in the middle. Marquesa has a gift for connecting, please provide the space for her to move around.

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### **Riser**

If you have the option, Marquesa has found it more effective if the platform is as close to the front row as possible, preferably between 5-10 feet.

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### **Microphone**

Marquesa prefers to use a wireless hand-held microphone. She enjoys being able to move around freely so she can interact personally with your group. Her second choice would be a wired, hand-held microphone with a 100-foot cord.

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### **Audio/Visual Aids**

**Laptop:** Unless other arrangements are made ahead of time, Marquesa will bring her laptop computer from which she will run her PowerPoint presentation. She will also bring the remote. Marquesa's PowerPoint presentation has embedded audio clips and video clips and so the client will need to make arrangements with the on-site audio/visual technician to provide audio out cables. We will discuss this with you and your audio/visual technician in more detail prior to your event.

**Visual Aids:** LCD Projector and screen of appropriate size for audience. Equipment should have the capacity to play audio and video from Marquesa's PowerPoint presentation.

**Audio/video recording:** No audio or video recording of any kind is permitted during the presentation without Marquesa's prior written permission.

**Handouts:** All of Marquesa's workbooks are customized and useable during and after the program. This enables the participants to retain, apply and execute the information. Workbooks range from 15- 40 pages and cannot be duplicated. An additional cost is applicable.

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### **Lighting**

Room lighting is very important. Marquesa is quite demonstrative on stage and in order

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for your attendees to be able to fully appreciate her presentation, adequate lighting is crucial. Please avoid placing her in front of a window where outside lighting would create a silhouette effect. And while lighting on Marquesa needs to be bright, lighting on the LCD screen needs to be subdued. Too much lighting on the screen will prevent the PowerPoint presentation from being seen. Your efforts to balance the room lighting will be greatly appreciated by Marquesa and your audience. We are happy to discuss this with you further if you have any questions.

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### **Introduction**

Elsewhere on this website are downloadable introductions of varying lengths for you to use when introducing Marquesa to your audience. Please use this to introduce Marquesa to your group.

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### **Hotel and Travel Arrangements**

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Marquesa will be responsible for travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip from New York, NY via Laganardia Airport.

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### **Ground Transportation**

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Marquesa, or if you need her to take a cab or shuttle.

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### **Payment of Fee**

Per the agreement, please remember that the remainder of the fee is due on-site, immediately following Marquesa's presentation. If you'd like to make your final payment via credit card, please advise and our company will charge payment the day of event. An invoice (with the exception of jobs through a speakers' bureau), including travel expenses and per diem, will be mailed prior to the engagement.

**Please remember:** Audio or video recording of the presentation, in part or whole, by the client for private or other distribution is prohibited and is NOT a part of OUR AGREEMENT.

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Once you've taken care of each of these items, you can be assured that everything will run smoothly--now YOU can relax and let Marquesa do the rest!

**Get all of the information you need to hire the perfect speaker for your next important event — Marquesa Pettway.**

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