

Common Sense Solutions



Teresa Allen

TERESA ALLEN
AV/ Room Set-up

Hi! I want to make your event as successful as possible. Please call me to discuss the specifics of YOUR program. Here are a few things we may need:

AV/Staging

Laptop Projection System and Screen

(I will bring a flash drive with my program on it and my own remote

CD Player/ Boombox (I begin and end some of my programs with music!)
Please provide extension cords if needed. If you have a sound person it is fine if they run the music.

No Podium unless requested. I prefer to walk around the stage.

Small Round or Square skirted table This is for any notes I may have and any props that I have. I would prefer this to be on **my** right.

AUDIENCE SEATING

I am happy to work with whatever room setup you decide on.

My suggestion is round tables 3/4 seated so no one has their back to the front. If you have classroom tables, I would prefer if they were chevroned/ angled, and please seat an even number at each table to facilitate interaction with a partner. For smaller groups, I would prefer to be on their level...(I am TALL, so they will be able to see me!

BACK OF ROOM PRODUCT TABLE

If you allow product sales please provide a 6' skirted table and two chairs against the back wall.(please know that I will NEVER pitch from the platform!) If you have someone who can assist, fantastic!