

# ROOM SET-UP REQUIREMENTS

## for LISA RICKWOOD



### The following items are required for Lisa Rickwood's presentation:

1. Cordless lavalier microphone
2. Sound system with CD capability
3. Raised platform for the presentation area (will depend on the room)
4. Client will use the introduction provided by Lisa
5. Some presentations require a projector and a screen. Lisa will confirm this during the initial client briefing.
6. A table may be set up for book/product sales after the event. This will be discussed with client prior to presentation. If the table is necessary, the set up is as follows: 8-foot skirted table or two 6-foot skirted tables inside or outside the event room.

### BOOKS:

Lisa's books, ***Escape The Pace: 100 Fun and Easy Ways to Slow Down and Enjoy Your Life***, and ***Power and Soul: 42 Successful Entrepreneurs Share Their Secrets to Having the Business and Life of Your Dreams***, will be available for purchase by participants before/after the event.

In addition, the client may wish to purchase copies of *Escape the Pace* and/or *Power and Soul* for participants at discounted rates. Books must be ordered three weeks prior to the event in order to guarantee availability.

Recording: No video recorders or audio may be used without the expressed written permission of Lisa Rickwood.