

LOGISTICS AND A/V REQUIREMENTS

FOR
DANA HEE, KEYNOTE SPEAKER

- * A Lavaleer (lapel mini-microphone)...and no podium is preferred.*
- * I like to do an audio/video sound check before the event if possible; if that is not done by the event technicians.*
- * Because of the DVD video's, the lighting must be controlled and dimmed when appropriate.*
- * In addition.....*

I will be playing a seven minute DVD of Olympics and Hollywood Stunts, so I will need the following...

SCREEN / PROJECTOR / DVD PLAYER / SOUND SYSTEM / OPERATOR

If your event would also like to play a minute and a half, picture slide-show with the Olympic theme song, "One Moment in Time," I will need the following set up....

COMPUTER LAPTOP or CD-ROM player / SCREEN / SOUND SYSTEM / OPERATOR

Note: I do have one DVD **complete with Olympics and Hollywood clips**. Or you can elect to show a short, separate ‘**Olympics only**’ and/or a ‘**Hollywood Clips only**’ DVD. Some events like to show the *Olympic clips*....then the *slideshow* before bringing me onto stage. I will then do a brief intro before then showing your group the *Hollywood* DVD.

If your event would prefer to introduce me to the event with the song, “One moment in Time” I would also need a CD PLAYER

Thank you so much for your assistance with this. Please let me know whom I can personally contact before the event to ensure that everything is set up and goes smoothly.

Dana Lynn Hee