



A/V Requirements for Donna Cutting

The Meeting Planner is responsible for providing the A/V equipment for Donna's presentations. Donna will bring her own laptop if the presentation calls for PowerPoint. Most of Donna's presentations can be done with or without PowerPoint.

- Handheld Cordless Mic (*important for audience participation*)
- LCD Projector and Screen

Room Arrangement and Lighting

- The brighter the room and stage, the better
- No lectern is needed
- If possible, do not have people seated behind Donna's back.
- If there are more than 75 people in attendance, a riser is helpful, if available, as Donna is only 5'4" and it will make it easier for your attendees to see her.
- Please place a set of stairs in the center or the side, leading to the stage.
- Theater or classroom style is best. Participants should have plenty of room to move and play.
- Donna will need one small table, with a tablecloth, for her props and materials. She does NOT use a lectern.

Should you have any questions or challenges concerning the A/V set up, feel free to contact Michelle Merger at michelle@donnacutting.com.

