

## **AV/ Platform Checklist for LeAnn Thieman**

*(Please give this form to the audio-visual specialist & person responsible for room setup)*

Much of the success of LeAnn's presentation is based on the room/stage setup. We want this to be the *best-ever* program for your organization and these requirements will help make it so.

LeAnn will provide her own laptop for this Power Point aided presentation.

lapel mike (cordless)

LCD projector (LeAnn has her own laptop)

8-10 ft (minimum) screen

lighting to accommodate viewing of screen

raised platform or stage, minimum 12 ft square

no podium; small table to hold props (no other tables or chairs on stage please)

American flag on stage

2, 8-foot tables & 3 chairs at back of room or immediately outside room for booksigning.

Please note: LeAnn will arrive 45 minutes prior to program (or as requested) for AV/sound check.

If questions, please contact LeAnn Thieman at 970-223-1574 or Dan Gamble at 970-619-8087 (MST).

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