# Terra L. Fletcher's Technical Rider and A/V Requirements

## Virtual

For virtual events, the Client shall provide, at their own expense, the following:

1. Video conferencing technology (Zoom is preferred).
2. Hosting capabilities for Terra (with screenshare and breakout room capabilities).
3. Virtual polls set up in advance (as needed).
4. An assistant to provide event check-in, introductions, monitor the chat, and provide technical assistance as needed.
5. Disseminate virtual or physical handouts.

## In-Person

For in-person events, the Client shall provide, at their own expense, the following:

**1. STAGE:** The desired performance area should measure a minimum of 12 feet wide by 8 feet deep. The performance area must be clear of obstructions such as cables, speakers, band, or DJ equipment. The surface must be smooth and level.

**2. STAIRS:** Easy access from the stage into the audience is necessary. If the stage is over 12 inches high, provide stairs on either side of the stage.

**3. SOUND:** Wireless lavaliere microphone preferred. A handheld is ok.

**4. ACCESS:** Access must be available 90 minutes before the presentation to allow for soundcheck and set up.

**5. LIGHTING:** The existing room lighting is usually enough if the stage area is illuminated.

**6. EQUIPMENT:** Dry erase easel or large floor easel with markers and writing pad. Digital projector and screen, smart TV, or smartboard. Terra will bring her slide deck on her laptop (PC), a flash drive, and have it saved in the cloud.

**7. ROOM:** Tables, chairs, and water for participants. Terra likes to interact with the audience and requires a room design that allows her to walk through the crowd. In addition, Terra requests a table for book sales and signing before and after the event.