



# A/V SHEET

**DR. TINA OPIE**

*Thank you for helping ensure a seamless A/V experience for Dr. Tina Opie's presentation.*

## TECHNICAL REQUIREMENTS

Kindly ensure that your organization can provide the following:

- Your organization's laptop; Dr. Tina Opie will bring a flash drive.
- LCD projector on one small table, along with the computer.
- Cordless lavalier microphone or ear headset is ideal for audience sizes over 40 people.
- A quick sound check 30 minutes before we kick off the program would be great.
- Coordinate with Dr. Tina's team for any specific instructions prior to the event.

## ADDITIONAL DETAILS

- Flip charts and large markers are appreciated for presentations lasting over an hour or during workshops.
- Please avoid placing the projection screen in the middle of the stage, if possible.
- Keep the lights in front of the screen off, and the others on.
- If using round tables, limit to no more than eight to ten people per table to avoid overcrowding and obstructed sightlines.

## STAGE SET UP AND VISIBILITY

- No need for a lectern or podium; Dr. Tina prefers a more interactive setup.
- Dr. Tina often engages with the audience and might invite participants on stage.
- Ensure adequate lighting for Dr. Tina without causing glare or shadows, enhancing visibility for the audience.
- Create a clear line of sight for all attendees, considering the venue's layout and seating arrangement.

## RECORDING PERMISSIONS

- Recording is permitted with prior approval and agreement on usage.
- We request a Master Copy of the complete uncut recording.
- For recording options, email [connect@drtinaopie.com](mailto:connect@drtinaopie.com) or contact (617) 902-0420.