

Equipment & Room Set-up Preferences

Equipment Preferences:

- Lavalier microphone – *needed for a group size of 50 or more attendees.*
- LCD projector, screen, power source and sound amplification for Tracy's PowerPoint. She will be using her own laptop due to special software, embedded videos and custom fonts.
- Two six feet tables (*covered and skirted*) to display Tracy's resources, prizes and/or products.
- Please move speaking lectern to the side, as it won't be needed during the presentation.

Audio & Video Recording:

The client agrees not to audiotape or videotape the presentation without prior written consent. If taping is approved, Tracy asks that:

- A professional audio/video technician performs the taping.
- Tracy Butz of Think Impact Solutions, LLC receives the master copy within 30 days of the program.
- No copies can be sold.
- Usage is limited to internal staff only.
- No posting of the videotape on YouTube or any other Internet source.

