

REANNETTE ETZLER, PHR

The Strategic HR Coach | CLT Leadership, LLC

Keynote Speaker • Trainer • Executive Coach • HR Consultant

EVENT REQUIREMENTS & ROOM SETUP RIDER

2026 Edition

Thank you for the opportunity to partner with your organization! This document outlines what Reanette needs to deliver a high-energy, memorable experience for your audience. Meeting these requirements ensures your event runs smoothly — and that your attendees leave with more than a notebook full of notes.

PRIMARY EVENT CONTACT

Speaker Name	Reanette Etzler, PHR
Company	CLT Leadership, LLC The Strategic HR Coach
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Website	www.thestrategichrcoach.com

AUDIO / VISUAL REQUIREMENTS

These are not negotiable. Seriously. A speaker without a working clicker is basically a mime.

- Wireless lavalier microphone (preferred) OR quality handheld wireless mic — no podium mic, Reanette moves
- Laptop connection: HDMI adapter available; please confirm connector type in advance
- LCD projector or large LED screen — minimum 8 ft wide for audiences over 50
- Confidence monitor OR laptop visible to speaker for slide reference
- Clicker/slide advancer (Reanette will bring her own; confirm backup available)
- Stable, high-speed Wi-Fi credentials for live AI demonstrations
- House sound system tested 30 minutes prior to session start
- Technical support person on-site during setup AND the full session

ROOM SETUP PREFERENCES

- Theater, classroom, or rounds — Reanette adapts to your setup

- Rounds preferred for workshops and interactive sessions (promotes engagement)
- Clear aisle space on both sides of the stage area — she will walk the room
- Stage or riser preferred for audiences over 100; not required for smaller groups
- Room temperature set to 68–70°F — a warm room equals sleeping attendees
- Lighting: room lights on during session (not dimmed); Reanette is interactive, not a movie
- Flip chart or whiteboard with markers available for workshops

MATERIALS & HANDOUTS

- Reanette will provide any handouts in print-ready PDF format 10 business days before the event
- If the client handles printing: standard 8.5×11, black-and-white is fine unless color is specified
- Name tents and participant list helpful for workshops
- For webinars/virtual sessions: platform link, host contact, and tech run-through 48 hours prior

SCHEDULE & TIMING

- Reanette requests a minimum 30-minute setup and sound check before doors open
- Please reserve 5–10 minutes after the session for audience Q&A — the crowd will have questions
- Hard stops will be honored; please communicate if session timing shifts
- For half-day or full-day workshops: two 15-minute breaks and a 45-minute lunch minimum

TRAVEL & LOGISTICS

- Based in Southeast Washington (Pacific Northwest)
- Travel requirements (airfare, hotel, ground transportation) confirmed and agreed upon in speaking agreement
- Hotel: non-smoking room, arrival night before and departure day after if event is 2+ hours from home base
- Ground transportation to/from venue provided by client, OR mileage reimbursed at current IRS rate

VIRTUAL SESSION REQUIREMENTS

- Platform: Zoom, Teams, or Webex (Reanette is fluent in all three — and yes, she knows how to unmute)
- Co-host or producer assigned to manage tech, chat, and Q&A during session
- Recording consent and use policy agreed upon in advance
- Test session scheduled 48 hours before event
- Backup phone dial-in number provided

Questions? Let's Connect.

Reanette's team is responsive and committed to making your event a success. Reach out early — the more lead time, the better the outcome.