

# MEL ROBBINS - Event Rider

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## TECHNICAL REQUIREMENTS

### **Microphone:**

- Preference: Countryman Headset or Earset microphone with tape hooked into house sound system or amp and speakers.
- Second choice: Lavalier lapel microphone hooked into house sound system or amp and speakers.
- Fresh batteries and a back-up microphone.
- For events with audience interaction, hand-held microphone for use on the floor.

### **Projection Unit and Large Screen:**

- Large screen (10 foot minimum)
- LCD projector with extra bulb
- Countdown clock
- Confidence monitor to preview next slide

### **Presentation:**

- Mel's presentation is built in Apple Keynote. AV equipment must be Apple compatible and be equipped to load an Apple Keynote presentation onto the event computers.
- The presentation will be sent 24 hours prior to tech rehearsal and should be loaded in advance by event technical staff directly onto the event's presentation equipment as a part of the show flow.
- Please test and load Mel's Keynote presentation prior to tech rehearsal.
- Mel's team will have a backup copy of her presentation on a drive at rehearsal.

## AUDIO/VIDEO REQUIREMENTS FOR PRESENTATION

- PerfectCue Wireless Visual Cueing System (No Logitech or other bluetooth powered clickers)
- Mel will drive the presentation herself and clicker must be live.
- Presentation: The presentation is built in a 16:9 on the most recent operating system, please ensure your team has a way to calibrate monitors to this size.
- If there is a custom size required – this must be raised on the pre-event conference call and client to provide a resource to facilitate the size changes with Mel's team lead.
- Audio: Proprietary videos are embedded in the presentation that require audio connectivity to the presentation laptop. It will be necessary to have sound appropriate to the audience size.
- Video: Screen or monitor appropriate to the size of the audience

### **A/V Technician Needs:**

- On the pre-event conference call, please have your technical lead present if possible. Mel's technical lead will be present to answer any questions and collaborate with the event team directly.
- Due to permission requirements, the presentation deck needs to be sent directly to the production team and ideally to the person who will load it onto the event computer. The presentation deck cannot be sent through a third party and can only be sent directly to production contact who will load the presentation onto event computers.

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## **A/V Technician Needs Continued:**

- If the technical lead is unable to attend the pre-event conference call, please have the production contact email address and phone number available on the call.
- A/V will need to lower house lights during videos
- A/V will need to leave AUDIO ON during presentation for videos
- No iMag on Mel during videos (so she can drink water!)
- On the day prior to the event a member of Mel's team will do a walk-through onsite including a run through of Mel's presentation deck.
- Mel will also do a brief tech check upon arrival to venue or evening prior to event.

## **Mel's Introduction:**

- Before Mel takes the stage please read a short bio, then play her video introduction.
- Mel walks onto the stage after the video introduction plays and will take a selfie photo with the audience and the person who introduced her.

## **OTHER REQUIREMENTS**

- Please provide one bar stool (approx. 29 inches) for the stage
- Access to a private Green Room area (ideally with a bathroom)
- Onsite host to escort Mel & her team to/from venue rooms
- Several bottles of waters available on stage.
- Please have lunch available for up to 3 people.

(For example: Salad with lean protein, healthy snacks, and sparkling water / bottled water)

## **Book Signings:**

- For book signings, Mel will stand. Please provide a tall cocktail table for Mel to stand next to with rope and stanchion and two bottles of water.
- Please provide staff to manage the line and a person to write the spelling of names on a Post It note. Post it to be placed on the front of each book before it is handed to Mel. Mel signs the book jacket
- Please provide two additional staff people to stand at the front of the line by Mel to manage the cellphone photos and the movement of the crowd.
- Large Black Chisel tip sharpies are preferred.
- Whenever possible, Mel would love to pre-sign all the books before the event (and personalize them during the book signing).
- Logistics can be discussed on the pre-event call.

## **Important Notes:**

- Video recording is allowed strictly for client's INTERNAL educational use, and may not be distributed, sold, repurposed, or uploaded to the Internet.
- All footage and photographs from Mel's presentation must be provided within 10 business days of the event. Client to provide a production and client contact to manage this during the pre-event call to work with Mel's team
- Unless otherwise specified, Mel and team will stay off-site at preferred luxury / 5-star hotel. Three hotel rooms to be booked for up to two nights and master billed to client account including meals and early / late check in/out. Please confirm at least one King room for Mel.