

Covering the Basics to Make Every Program a Success

Nothing is more important to us than helping to make your event a resounding success. To ensure nothing “falls through the cracks” at showtime, we’ve created the following pre-program checklist that will assist our team greatly in presenting the best program possible for your group. Your event success is in the details.

Start by sending us information such as industry magazines, company history, recent newsletters, or product brochures that will increase Meredith’s understanding of your organization, its products, people, and challenges. If available, please send us a copy of the program that will be used for this event.

Introduction

Please use the introduction provided. If you have some personal comments you would like added, just let us know. We are happy to make the edits for you.

Podium/Lectern

Meredith does not speak from a lectern – Therefore, a clear stage is a must. Plus, she often invites audience members on stage as part of her presentation. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during her presentation.

Platform

With groups of 200 or more, Meredith is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy her presentation. Please have steps placed in the front or sides of the staging area, if possible. Meredith asks that security measures such as roping be set up at the back of the stage so that people cannot accidentally fall off.

Microphone

Meredith uses a wireless hand-held microphone. She enjoys moving around freely so she can interact personally with your group.

Audio/Visual Aids

Meredith uses a slide deck during her presentations. Her deck will be shared with you 5 days prior to the event. Please ensure that the slide deck is ready to be displayed on large screens and that speakers are available. Meredith will bring her own clicker to advance slides in the event you do not have one available.

Hotel and Travel Arrangements

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Meredith will be responsible for making her travel arrangements, non-refundable (non-stop, when possible) coach fare, and round-trip from any of the three Washington, DC area airports (DCA, BWI, IAD).

Ground Transportation

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Meredith with a confirmation number and telephone number.

Payment of Fee

Per the agreement, please remember that the fee balance is due 10-days before the engagement. An invoice (with the exception of jobs through a speakers' bureau), including travel expenses and per diem, will be sent by email 20-days before the engagement.

Please remember: Audio or video recording of the presentation, in part or whole, by the client for resale is prohibited and is NOT a part of OUR AGREEMENT.

Once you've taken care of each of these items, you can be assured that everything will run smoothly—now YOU can relax and let Meredith McNerney do the rest!