



Speaker Rider, AV & Electronics: Working Successfully Together!

Greetings Planners!

I am ecstatic to work with you and your team to lead your group to live life on FIRE!

I've had the honor of presenting on numerous stages and platforms across the world, and have found that the following 12 items help tremendously to ensure successful execution of my presentations.

Now, I'm not a diva - so if any of these creates a strain on your team, let me know and we WILL work around it. Remember, my mission of helping others live life on FIRE begins with YOU: helping make working with me super simple and incredibly easy!

- 1 My presentation is created specifically for YOU and YOUR group. It includes examples, themes, and animations that were created using my equipment and software. So it works best when presented using my equipment: HP laptop with HDMI or USB output. If this is not possible, let's plan to test everything at least one week prior to our time together to work out any kinks.
- 2 Please set any projectors or other equipment off to the side of the stage. I love the spotlight, but don't want to walk through the projector stream as people are trying to take in information.
- 3 I love lavalier (clip on) mics, but a cordless hand-held works as well! My voice projects pretty well (okay, really well!), so no mic is needed if we have a smaller group (up to 50 people).
- 4 Let's plan for a quick walk through of equipment, sound check, staging, and any last minute items before the attendees arrive. If we can do it about an hour before I present, that would be great! But if that's not possible, we will work it out.



Speaker Rider, AV & Electronics: Working Successfully Together!

(CONTINUED)

- 5 If a meal is to be served, please have the staff serve and/or remove food and plates before or after I present. (I really want people engaged with me, and it's hard to compete with a cheesecake - I lose every time!)
- 6 I would love it if you record our time together, just let me know in advance, and I would like a copy please. If you plan to use it for future distribution, let's talk about how and where it will be used.
- 7 Tag me in any social media posts because I surely am going to tag you! (Unless you don't want me to - I will totally abide by your wishes.) My handles are @lynitamitchellblackwellesq for Instagram and Tiktok, @lynitamb for Twitter, and Lynita Mitchell-Blackwell for Facebook and LinkedIn.
- 8 Please don't post the slides, handouts, or other information that was created just for YOU. Remember - this is YOUR time to live life on FIRE!
- 9 If we get off schedule, I am flexible! Remember, I'm here to help you AND your group live a life of peace, joy, and fulfillment. I can adjust the timing of my presentation, no sweat!
- 10 YES, I AM available for an after presentation "meet and greet". YES, I AM happy to join your leadership team for lunch or dinner before or after my presentation. I'm lactose intolerant, and don't like liver, but I'm game for just about anything else.
- 11 Related to the above, I'd love a table and helper to have my books and other items available. OR if you would like to include a copy of my book and/or subscription box for each attendee, let me know, and I will gladly include that with the proposal.
- 12 If and when booking hotel reservations, please reserve a non-smoking, king bedroom, guaranteed for late arrival. Regarding flights, let's talk through this, as my departure and arrival locations may not be the same.



Speaker Rider, AV & Electronics: Working Successfully Together!

(CONTINUED)

THANK YOU for this amazing opportunity to work with you! I am grateful to share with you and your group the 5 Step Formula to Live Live on FIRE with Peace, Joy, and Fulfillment. I am here to serve you and your audience. Your people ARE MY people! Let's do this!

Warmly,

Lynita

Lynita Mitchell- Blackwell

LYNITA MITCHELL-BLACKWELL

Speaker Intro • (770) 766-3152 • info@lynitamitchellblackwell.com • lynitamitchellblackwell.com