# FUTUREPROOFING with KELLIE TOMNEY
# EVENT SUCCESS SUPPORT CHECKLIST

If you want to get the best impact from my contribution to provide a futureproofing experience for your attendees, it'll be important to provide and adopt the recommendations listed below.
This checklist is dedicated to ensuring your event is a success.

## PURPOSE OF ENGAGEMENT

_____

## NO. OF ATTENDEES: _____

## PROVIDE ATTENDEE LIST

Please provide 10 days prior to event (name, job title, function, location & special guests bios). **Please email to: kellie@kellietomney.com**

## AUDIO VISUAL

☐ Set up to use my DPA Omni Headset Mic. I use my hands, move around, and interact with every audience. It's therefore essential to be able to use my headset mic. I bring my DPA Omni Headset Mic



☐ Hand-held microphone/s for back-up & audience participation

☐ Set up to use Sennheiser Evolution Wireless G4 for Professional Sound



☐ Remote clicker

☐ Adapters to plug into Apple MacBook Air

## SLIDES

I run my MacBook from the stage/front and require direct HDMI input to use with my wireless madonna headset mic and a remote clicker.

## SOUND

I run my MacBook from the stage (via HDMI). I bring a wireless (madonna) headset microphone with me.

I bring my own MacBook to every presentation and require direct HDMI input from the front of the room (no adapters please). By running the MacBook from the stage, there are no issues with custom fonts or embedded video playback, and it also allows me to dynamically adjust the presentation as needed.

Please advise AV technicians of this requirement ahead of time, so that they have the necessary set up. Kellie does not provide presentation slides before or after the engagement.

## MATERIALS

☐ 3M sticky flipchart paper (this is to ensure we can get full interactivity and movement in the room)

☐ Ultra thick flipchart markers (to ensure people can see these clearly from a distance)

☐ Pens on tables

☐ A4 Note Paper on tables

## SETUP

❏ Conference style if numbers require or round tables comfortable distance apart, as much as possible. This promotes collaboration, sharing and an interactive session. Rows of seats don't promote as much futureproofing, limitless thinking.

❏ 2 flipchart stands and flip charts (1 at front of room and one at back of room) (NB: if the audience consists of more than 100 people, please add 2 x flip

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charts on stage or 1 long whiteboard)

- ❏ Raised bar stool at front, water and table (for laptop and A4 size handouts, etc)
- ❏ Large screens or projector screens set up and turned on ready for laptop plug in
- ❏ Room with light and comfortable air conditioning for maximum engagement & interaction
- ❏ Space for photographs with participants & leaders
- ❏ Book signing table for signing books post Keynote or Workshop

## TIMING

I like to be present at least 1 hour before event start time to check through AV, microphones, sound, slides, stage, table setup, audience experience etc.

## REFRESHMENTS

Enough water, tea and coffee (ideally I'll grab a barista skim latte :))

I work to a maximum of 90 min time slots to ensure regular break times for participants.

## SUPPORT

If you have any ideas about how to make the session even more futureproofing or fulfilling or if you have any questions at all, please contact kellie@kellietomney.com and support@kellietomney.com.

Please advise if there are any issues with providing audio visual or other checklist items for optimum performance as soon as possible.

We look forward to the event!



## KELLIE TOMNEY
*authentic fulfilled limitless.*

**FUTUREPROOF ORGANISATIONS, LEADERSHIP & CAREERS**
**SPEAKER | FACILITATOR | EXECUTIVE COACH**
**INTERNATIONAL BESTSELLING AUTHOR "FUTUREPROOF YOU"**

**FUTUREPROOFING ORGANISATIONS, LEADERSHIP & CAREERS**

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