

COLLEGIATE EMPOWERMENT EVENT RIDER

FORWARD THIS RIDER TO YOUR TECH STAFF

We want to ensure that you get the most from this experience with us as we understand that you have invested a great deal of time and money into this event. To guarantee the best performance, **please help us create this ideal room layout.** We would like to offer some suggestions as often times the slightest changes in ambiance and staging greatly affect the outcome of an event. The following layouts are a result of experience facilitating more than 5,000 events for more than 2 million participants. **We are willing to work within your spacing and A/V capabilities.**

SETUP GUIDELINES

- Tech staff available the entire seminar
- Setup is complete **two hours before event**
- Equipment is on & tested; wires are hidden & taped
- Room is clean & unnecessary furniture is removed
- Handouts & school prizes are available
- Seminar check is delivered on day of event

STAGE, STAGE AREA, OR RISERS

- 15'x30' stage area
- One skirted table with school prizes (1 XL sweatshirt, 1 L t-shirt, 1 L pair of shorts and 1 campus pennant)

SEATING & HANDOUTS

- Auditorium, Chevron V-style, or U-shape for 50 or less
- Pen & paper/handouts for events over two hours

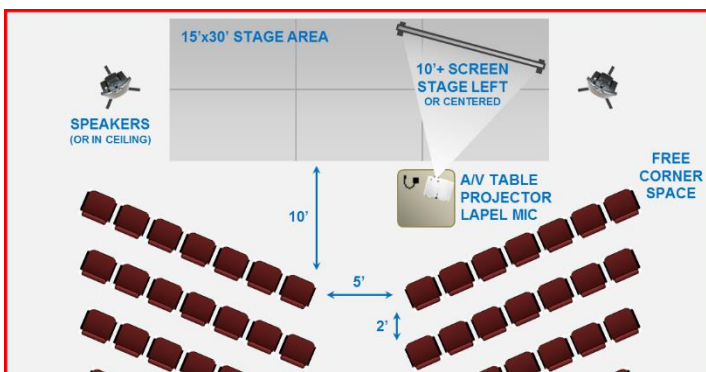
AUDIO/VISUAL REQUIREMENTS

- Projector (ceiling- or rear-projection, 2000+ lumens)
- 10'+ screen (stage left or centered)
- Sound system (plays audio & video simultaneously)
- Wireless lapel microphone (for 50+ participants)
- A/V wiring from laptop to projector & sound system
- Skirted audio/visual table (accessible at front stage)
- Extension cord & surge protector

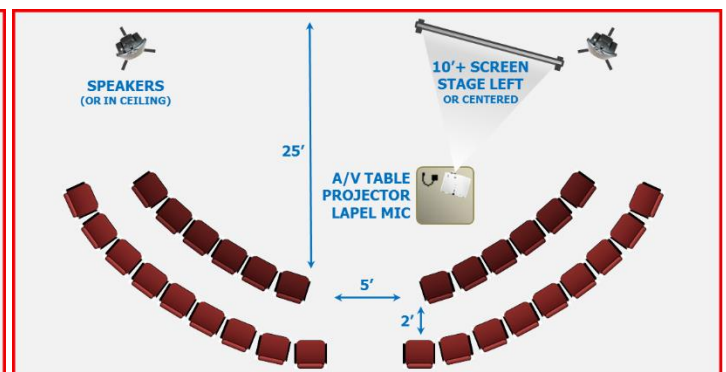
Performer will bring personal laptop and adapters

GREEN ROOM SUPPLIES

- One bottle of **water** per two hours (or refillable cup)
- One bottle of **flavored or vitamin water** per two hours
- One ripe **banana** & one **apple**
- One peanut or chocolate **protein bar**



Standard Layout With Stage Area & Chevron Seating



Small Group Layout With U-Shape Seating