



MARK BROWN: RIDER & EVENT SETUP REQUESTS

Dear Partner:

Thank you for inviting me to be a part of your upcoming event! I am working for you, and alongside you, to make sure that your attendees have the maximum experience possible. You can count on me to be prepared, and to deliver an outstanding performance.

The setup of the room can have a substantial impact on the audience's experience. You can have confidence that I have presented in all different types of environments and I am committed to working within whatever limitations you may have.

However, it would be great if you could assist me by doing your best to make the following accommodations:

- If applicable, please confirm my hotel room as a king-bed, non-smoking, guaranteed for late arrival. With the frequency of flight delays these days, it isn't uncommon for me to get to hotels very late in the evening.
- Please allow me to use my own laptop, since I may have several effects, transitions, videos, audio clips, and automatic timings embedded into my presentation.
- At least one projector and screen setup for a laptop computer. Please ensure that there will be no screen(s) erected in the middle of the stage, as I will be walking in that space most of the time.
- A raised platform or stage (if more than 150 people will be in the audience).
- Sound to be available directly from laptop through the house speakers.
- Microphone preference (in order): wireless headset, wireless lapel, wireless handheld, wired lapel, wired handheld. If possible, please have a backup readily available.
- Please no food or servers coming in or out of the room during the presentation.

- Please no recording devices unless approved in advance. If approval is given, please provide me with a master of the recording.
- Please make available (1) 8-foot table or (2) 6-foot tables for our additional resources. It is also highly preferred that the audience have a break immediately before and immediately following the presentation, to facilitate interacting with me, if they wish.
- Following the presentation, it would be beneficial to have at least 20 minutes for pictures / autographs. (You know how people like to take photos and put them on social media!)
- Having wall power and an internet connection is vital for our resource table, so if there is an easy way for you to arrange that, it really helps us. If internet is something that isn't available, please let us know ahead of time, and we'll bring our own hotspot.
- If convenient, please schedule at least 45 minutes for me to walk the stage and perform a "tech check."

- If convenient, please have a large clock in clear sight from the stage, so I can help keep your event on schedule.
- Please check with me before posting any of my content (slides, handouts) online for download, and please do not include any of my slides into handouts for the audience without first discussing it with me.

Additionally, I've noticed that many of my clients sometimes have questions about the following items:

- **DIET:** I will notify you of any dietary restrictions.
- **GIFTS:** Appreciated, but unnecessary. Please do not feel obligated to provide gifts or plaques.

Thank you for taking the time to review these requests. I look forward to meeting you, to serving your organization, and to having a fantastic program!