

AV/Technical & Presentation Requirements



✓ Kristen will bring:

- Microsoft Surface Pro laptop (non-Mac) with the following inputs: HDMI, USB-A, VGA, and Mini DisplayPort
- Wireless slide advancer
- Printed handouts (if applicable)

✓ Contracting Entity is asked to provide:

- Someone energetic to introduce Kristen
- TV or Projector with HDMI port which will be used to connect Kristen's laptop to TV/projector
- Projection screen (if applicable)
- House sound with connection to Kristen's laptop; sound should never be muted

✓ Notes/Recommendations:

- Ensure a copy of these requirements are provided to AV contact person
- Presentations will be in Google Slides format
- Please check whether your TV or Projector system has compatible ports for Kristen's laptop. If not, you will need to provide appropriate adapter for Kristen's computer to your projection system.
- Lectern is not needed.
- Photography and video recording is allowed and encouraged! Kristen requires a copy of any videos and photos taken
- Consider stage lighting so your photography and video quality is maximized
- Create a #HASHTAG for your event and send to Kristen so she can add to her slides

For questions, please call/text (916) 572-8587
or email kristenmiller@withheartproject.com.

We look forward to working with you!

Thank you!