



MS. OLIVIA MCIVOR HALF DAY OR FULL-DAY PROGRAM AUDIO VISUAL NEEDS

Please ensure prior to the event that the sound system is of excellent quality. A poor sound system can ruin the best-planned event.

- Ms. McIvor does not use a podium and requests that any podium onstage be removed from the stage prior to his presentation.
- If there is no stage – Olivia will require a riser: 24 feet wide, 12 feet deep and 2 feet high.
- Please provide an LCD projector and a minimum of one very large screen for audiences under 100 – two screens is preferable for audiences over 100. Screens should be set up to stage right – Ms. McIvor her **own laptop** and her own cordless mouse.
- For the program- *Four Generations-One Workplace* – please ensure that there are 4 large easels with 4 large paper pads and pens available.
- Cordless Lapel Microphone.
- A small table right center of the stage.
- A bottle of water.
- **Due to the fact that attendees will be writing, rounds or half rounds will be required for the audience room set-up.**

If you have any questions, please do not hesitate to call our office at
604-913-0649.