

# Just a Reminder

Kay will need...

1. A high quality **headset microphone** and an extra **hand held microphone** (Wired or wireless) with a round based stand for an emergency microphone.
2. Kay is a singer/speaker...A **good sound system** is needed capable of playing **an iPhone** (is connected to your system just like a CD player...she will bring Iphone) for her accompaniment tracks...
3. **A DVD player or computer with DVD player and screen** for playing some DVD Clips.
4. A **sound person** to run the system, who will meet with Kay one hour prior to the event. (Kay will have a typed sheet, easily understood with cues and necessary information)
5. **Monitors** for music on the stage, if at all possible.
6. **Strong full stage lighting** to highlight the middle stage area....**Spotlight** if possible.
7. A **sofa table** or six foot table ( if stage size permits) center stage, to be used for props. Kay will provide tablecloth.
8. A **music stand** center stage. No podium is necessary. Please have stage cleared of existing podium upon arrival.
9. In the departure area...One **eight foot table** is needed for Product Sales...Kay will bring table cloths.
10. **Three outgoing women** are needed to sell at the product table. Kay would like to meet with them 20 mins. prior to the meeting...(THIS IS CRITICAL...Kay needs time to explain the products fully) The “helpers” will need to be available just prior and after the event.