

# *Staging information:*

Kay is a Singer/Speaker and will need...

1. A high quality **headset microphone** if possible and an extra **hand held microphone** (Wired or wireless) with a round base stand for an emergency microphone.
2. Because she is a singer/speaker...she will need a **good sound system** capable of playing **her iPhone** with her songs on a playlist.
3. A **sound person who knows the system**....to run the system, who will meet with Kay one hour prior to the event. (Kay will have a typed sheet, with easily understood cues and necessary information)
4. **Monitors for music** on the stage, if at all possible.
5. **Music stand center stage is preferred.** (No podium is necessary)
6. **Strong full stage lighting** to highlight the middle stage area.
7. A **sofa table** or small table (if stage size permits) center stage, to be used for props. Kay will provide tablecloth.
8. **One six foot table**---in area of departure, are needed for Product Sales...Kay will bring table cloths and change bag.
9. **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.

Thank you for being attentive to these needs. Kay wants for the event to be the very best possible for all parties. Your attention to these details will ensure a successful evening. Thanks so much.