



OLIVIAMCIVOR

Improving the Quality of Life & Work

Audio Visual for Keynote programs

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 her presentation.
- Prefers a stage or a 24 x 12 x 2foot riser for keynote presentations.
- Please provide an LCD projector and a minimum of one large screen, two is preferable for keynotes.
- Screen(s) should be set up to stage right – Ms. McIvor will bring her **own laptop** and her own cordless mouse.
- Cordless Lapel Microphone
- A small table right center of the stage for notes
- Stage monitor so that Olivia can see the screen projection without looking behind her.
- A bottle of water.

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