A/V Requirements for Donna Cutting, CSP
Red Carpet Keynote

- Please provide a hand-held cordless mic. Donna prefers this for audience interaction.
- Donna will provide her own laptop. She has a MAC and a VGA Adapter. If you would prefer to use your own computer to accommodate other speakers, Donna will bring her presentation on a USB drive.
- Please provide an LCD Projector and Screen.
- Please provide a way for Donna to connect her laptop to the sound system.
- Please provide a small table with a tablecloth on the stage for Donna’s props. A small, round cocktail table works beautifully.
- A Power Strip and Extension Cord may also be needed. In addition to the projector, we will need to plug in Donna’s laptop.
- Donna will bring her own remote slide advancer.
- A glass of water on the stage is appreciated.
- If Donna is doing her “movie montage,” she’ll need a sturdy, arm-less chair on the stage as well.

Room Set-Up

- Theatre style, classroom, chevron, or rounds – Donna is highly flexible.
- Donna is only 5’4”, so riser is helpful if your audience has more than 100 people.
- Donna doesn’t use a lectern. She understands you may have one for other parts of your program. If it’s possible to have it removed from the stage, or to one side of the stage, before Donna speaks, that will help with visibility.
- Please don’t have people seated behind Donna if at all possible.

Volunteers Needed

- If Donna is doing her movie montage at the end of the keynote, she’ll need a volunteer to be in 1 minute of the 6-minute piece. The volunteer has no lines, but should be someone who isn’t afraid to take the stage and has good mobility. Donna will need to rehearse with this person for 5 minutes before anyone arrives for the presentation. If you can send us their name and email
in advance, our Director of Delight will send them instructions and a video. The Movie Montage comes at the very end of Donna’s presentation.

☐ If there is a presentation in the same room, immediately following Donna’s presentation, it would be helpful to have a volunteer to help Donna clean up quickly. She uses many props and it can sometimes be difficult to clear the stage for the next speaker if audience members want to talk with Donna, or she’s signing books.

If you have any questions or we need to make adjustments, please call our Director of Delight, Rachel Street at 800-519-0434 or Rachel@RedCarpetLearning.com.