



## Your Onsite Checklist

In the weeks leading up to your event, please set aside some time to address the following considerations, which will support that success of your event.

### Room Setup

- Sound. Have you checked the sound system to ensure it's working properly?
- Music. Harriet will connect her iPod to your sound system. She will also bring her own mic receiver and headset. If you foresee any problems with these connections, please let her know as soon as possible.
- Seating. Please ensure there is a chair on stage.
- Lighting. Have you checked the stage lights to ensure adequate visibility for your audience?

### Audience

- Seating. Please ensure the audience is on one side facing Harriet. Participants on both sides of a gym will not work for her programs.
- Staging. Harriet prefers not to speak behind a podium or head table. If people are seated on stage or at a head table, please ask them to move to a spot in the audience before Harriet is introduced.

### Introduction

- Crowd control. Please designate someone to quiet the crowd before Harriet is introduced.
- Point person. Have you designated someone to introduce Harriet? Please introduce this individual to Harriet prior to the event so they can clear up any questions.

### Payment

- Check. Has payment been processed, and/or is a check ready?

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Questions? Contact Harriet at [harriet@harrietturk.com](mailto:harriet@harrietturk.com) or 1.800.789.9559.