



## DETAILS FOR DEANNA FOR EVENT

### Microphone:

- \*My preference is a lapel mic.
- \*Second preference would be an over-the-ear mic.

### Stage Set-Up

- \*I would love to have a podium.
- \*I would like to also have a small table next to the podium for props.

### Book Table

- \*I would love to be able to offer my **Extra Hot Fudge Please** devotional for sale.
- \*A 4-6 foot table with a table cloth would be great to display the books. I will organize the table before the event and have change for the sales.
- \*I would appreciate having two trustworthy volunteers who will be comfortable handling money, using a Square® credit card reader and keeping track of books sold.
- \*It would be very helpful if you could send me the event location's wireless internet name and password before the event so that I can have it ready when I arrive.

### Recording

- \*If you are doing a video or audio recording, I would love to have a copy. If not, no worries.

*I hope this information sheet is helpful as you plan for your event. Thank you for inviting me to be a part of your event. I am so excited for the opportunity!! See you soon!*