

SPEAKING RIDER

Hi there!

We're so excited to be collaborating with you to help make your next event amazing! Thank you for the opportunity to lead in possibility with Stacey and her message.

Stacey is fairly low maintenance, but her experience speaking to hundreds of audiences across the world has taught her a lot about how to make each event the best it can be for everyone involved.

We appreciate your assistance in accommodating as many of these requests as possible to help ensure your attendees have an experience they'll remember for a long time!

- ★ Stacey's presentation uses custom fonts, custom layouts, custom colours, and animation. Therefore, we request that she be able to run the presentation from her own laptop (Microsoft Surface with HDMI output) whenever possible. She will bring all adapters and be ready to plug in.
- ★ In the event Stacey will be using house equipment, please ensure someone from your team has checked to ensure all fonts and images are loaded correctly before Stacey arrives. A reference PDF will be supplied to A/B check before the event.
- ★ Stacey's microphone preference is a headset or lavalier (lapel clip-on) mic. A wireless handheld can be used if absolutely necessary. If there are fewer than 50 people in the audience a microphone isn't needed.
- ★ It's really important please, that servers are not serving food or clearing plates during Stacey's presentation.
- ★ If you wish to record the event, please notify Stacey or a member of our team in advance. We have various licensing options available which we can talk through if you are hoping to record her presentation for future distribution. Related to this, please do not post any slides or other content that you may have received from our team for the attendees without first running it by us.



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- ★ Whenever possible, projectors or screens should be set off to the side(s) of the stage and not in the center of the stage so that Stacey isn't walking through the light of the projector. Please arrange a time for her to be able to do a quick walkthrough and sound check when none of the attendees are in the room, preferably 30-60 minutes before her presentation.
- ★ Another priority of Stacey's will be to help keep your event running smoothly. If you get behind schedule, she will be flexible to your guidance if you want her to cut her session or complete her full session time. Either way, it helps if you can have a clock that is easily viewable from the stage to help her adjust accordingly.
- ★ Clients often ask if Stacey will be available for a "meet and greet" with attendees to answer questions and visit. Stacey is always happy to do so (and actually much prefers to have a chance to meet with attendees!) and will arrange all details in advance.
- ★ If and when booking Stacey's hotel reservation, please reserve a non-smoking, king bedroom, guaranteed for late arrival.
- ★ Lastly, Stacey is there to serve you and your audience! Please do not feel any need to provide any gift to her of any kind.

Truly, Stacey is honoured and humbled to have the opportunity to speak to your audience and support you in creating an outstanding experience. Please let us know if you have any additional questions or if there is anything else we can do to serve you, either before or during your event.

The Team at Stacey Ashley



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