Risha Grant – Virtual Keynote – Run of Show

Client Name:
Presenter: Risha Grant
Topic:
Time (and time zone):
Length of Presentation:
Length of Q&A:

Platform:
Who will create the virtual & supply the event link?
Producer name and contact information:

Please send an individual registration/invitation to the following three emails:
> risha@rishagrant.com
> arielle@rishagrant.com
> shannyn@6degreespeakers.com

 **Please make the presenter a "co-host", if possible.

PLEASE NOTE: Risha Grant uses "PowerPoint" slides for the presentation, and she prefers to advance her own slides on screen share. She also uses Menti.com which is an outside polling site, it does not require any user ID or login information for the attendees and operates outside of the above selected platform.

Settings List

1. Will the attendees join in listen only mode? Or join with video, but on mute?
2. Will there be a slide up greeting the attendees when they enter?
3. Who will:
> Intro the speaker?
> Record the presentation?
> Will questions be submitted in advance? Or via the Q&A or chat functions?
> Who will be moderating those?
> Close the program/ thank the speaker etc?

We need to schedule:

- Pre-Event Call – 7-10 days before the event.
- Pre-Event Tech Check - to discuss lighting, sound, video etc. Our Producer can be prepared to show some visuals to help you understand how it plays out virtually.
- AV Check – 45-60 minutes before the presentation on {{{Actual Speaking Date}}}

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Signature

RISHAGRANT.COM