

Nothing is more important to us than helping to make your event a resounding success. In order to make sure nothing “falls through the cracks” at showtime, we’ve created the following pre-program checklist that will assist us greatly in presenting the best program possible for your group.

To help ensure that Dr. Dunas’ program meets your expectations and fulfills the ultimate benefit of your audience, please review the requests below and let us know if there are any challenges. Dr. Dunas is flexible and will work with you to maximize the effectiveness of your event.

Room Setup:

Dr. Dunas prefers the room to be set up theater style with no center aisle. For all presentations with romance and intimacy based content, place the chairs as close together as possible. Dr. Dunas has found that this creates a “snug” feeling that enhances the presentation experience for audience members. Position the first row about six feet from the stage.

If audiences are sitting around dining tables, use round tables with chairs in crescent seating position (see page 3-4 for room setup charts) and place them as close to the stage and each other as is workable for the wait staff.

Platform/Riser:

Dr. Dunas is more visible on a raised platform (16 to 24 inches is fine). Being elevated makes it much easier for everyone to see and enjoy her work. Please have steps placed in the front, if possible.

Dr. Dunas does begin her speeches from a lectern and appreciates an attached light. Please have the lectern set to the right side of the screen (from the audiences’ perspective) and have the screen positioned down before she begins. She also appreciates having 2 full glasses of water with no ice in the lectern.

Microphone:

Dr. Dunas prefers to use a wireless lavalier microphone. She enjoys being able to move around freely so she can interact personally with your group.

Audio/Visual Aids:

Depending on the presentation and program topic, Dr. Dunas may require a LCD projector and screen. Though she will be bringing her laptop computer, having a second one on site is helpful in case of any last minute computer problems.

Head Table:

If the head table is on the stage, please have it set far enough back so Felice can work in front of the table. Dr. Dunas is full of energy, and needs room to move around and interact with the audience! Please reserve seats in the audience for the people at the head table so they can enjoy the presentation as well.

Felice Dunas

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Recording of Presentation:

The material to be presented is protected by copyright. Should you wish to make an audio or video recording of Dr. Dunas' work, a separate recording agreement must be signed prior to the event. Our office requests that you provide us with a copy.

Hotel and Travel Arrangements:

Hotel room reservations (non-smoking king bed, concierge level), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and billed directly to your organization. Dr. Dunas will book her own travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip.

Ground Transportation:

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Dr. Dunas. She prefers to be met by some one in the group or transported by private car rather than taxi.

Payment of Fee:

Per the agreement, 50% of the speaking fee is due to finalize any speaking engagement and the remaining balance of the fee is due on-site, immediately following Felice's presentation. An invoice, including travel expenses, book or product charges, per diem and miscellaneous expenses will be mailed following the engagement.

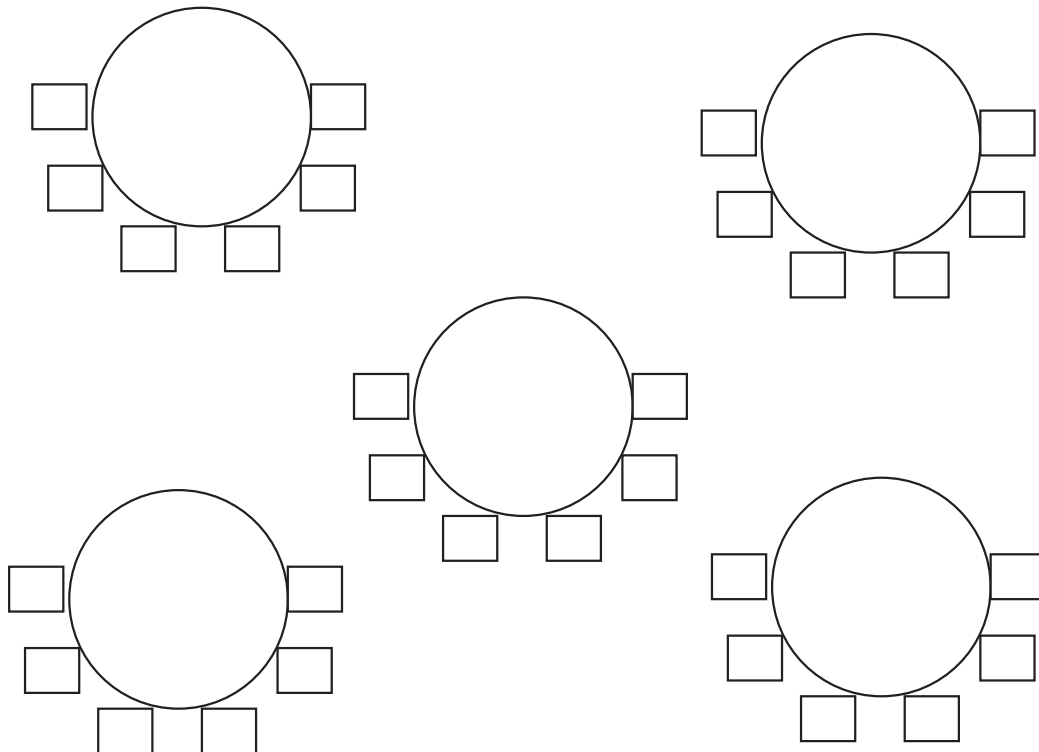
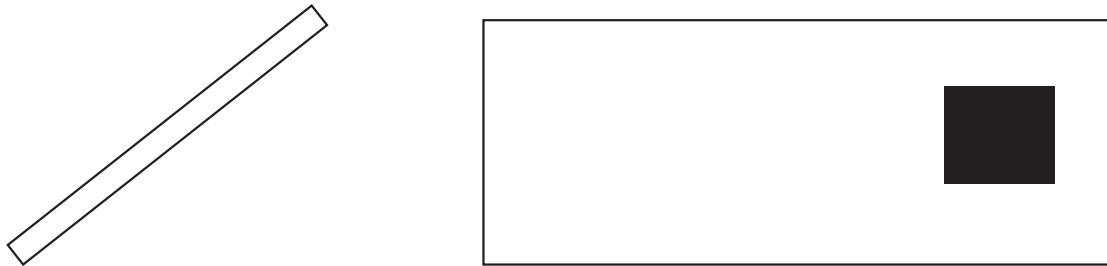
Pre-Program Questionnaire/Information:

Please send us any information such as industry magazines, company history, recent newsletters, or product brochures that will increase Felice's understanding of your business or organization, its products or services, people, and challenges.

Complete the Pre-Program Questionnaire and return to us via fax, email or snail mail. Also, if available, please send us a copy of the program that will be used for this event.

Once you've taken care of each of these items, you can be assured that everything will run smoothly Now YOU can relax and let Dr. Dunas do the rest!

Circular Room Setup



BACK OF ROOM

Rectangular Room Setup

