

***Don't Forget!***



*Harriet needs you to check the following before she takes the stage!*

\_\_\_\_\_ Is the sound system working properly?

\_\_\_\_\_ Is Harriet able to connect her ipod to your sound system? She will also bring her own mic receiver and headset. This will easily plug into most sound systems.

\_\_\_\_\_ Is there a chair on stage?

\_\_\_\_\_ Are the stage lights bright enough for everyone to see Harriet?

\_\_\_\_\_ Is the audience on one side facing Harriet? Participants on both sides of a gym will NOT work.

\_\_\_\_\_ If people are seated on stage (i.e.-head table), have they been notified to sit in the audience before Harriet takes the stage? If there is a head table, will Harriet be able to speak in FRONT of the podium and head table? She needs space to move around!

\_\_\_\_\_ Is someone prepared to introduce Harriet?

\_\_\_\_\_ Is someone available to quiet the crowd BEFORE Harriet is introduced?

\_\_\_\_\_ Has payment been processed and is a check ready?