



Derek Deprey

LOGISTICS CHECKLIST

BEFORE EVENT

PRE-WORK QUESTIONS

Send audience pre-work questions.

INTERNET

Provide high-speed internet access.

ARRIVAL TIME

Derek will arrive 1 hour before speaking unless instructed otherwise.

CONFIDENCE MONITOR

Please provide a confidence monitor or a long HDMI cable for Derek's laptop's presenter view.

LOGISTICS RUN THROUGH

Please provide a 30-minute testing session for sound, presentation, and proper functioning for Derek and the AV team before the event.

INTRODUCTION

Please use Derek's "Stage Introduction" sheet to introduce him to the audience.

MICROPHONE

Lavalier or wireless microphone for groups over 75.

DAY OF SUPPLIES

Print copies of handouts, one sheet of 8.5x11 cardstock paper for each participant, one pack of post-it notes per table, and name tags.

AUDIENCE INTERACTION

Round tables with 5-10 seats to maximize participation. Alternative options: classroom or open "U" styles will work.

TECHNICAL BACKUPS

Have backup laptop/clicker with slide deck for technical difficulties.

PODIUM/STOOL

Remove podium. Place a stool or chair in the area where Derek will be speaking.

PRESENTATION

Provide an overhead projector with screen or LCD monitors for slide deck, audio speakers for music and videos.

PAYMENT

All payments must be made before speaking engagement unless stated otherwise in the contractual agreement.

AFTER EVENT

SOCIAL MEDIA INFO

Tag Derek in any and all video or photos on social media @DerekDeprey. Please review contract for more details.

TRAVEL/INCIDENTALS

Expenses for travel and other incidentals should be paid within 30 days of event.

BOOK SIGNING

If included per the contract, please provide a small table in the back of the room for books and business cards.

VIDEO TESTIMONIALS

Prepare to record testimonials after the event as per the contract.

RECORDING

Derek co-owns all content and can freely post without copyright restrictions. Master content delivered within 15 days after event.

COPYRIGHT

Derek Deprey owns all copyright to the works produced.

