

Rachael Jayne Groover's Logistics Checklist

Rachael Jayne wants to ensure you an exceptional experience...

Nothing is more important to the Talent Concierge® (TC) agency and Rachael Jayne than to help you produce an excellent event. We are your partners. Since 2006, we've worked with international brands, ensuring nothing less than excellence at showtime.

This is a checklist of information we will need from you.

- Send us any information, such as industry magazines, company history, recent newsletters, or product brochures, that will increase Rachael Jayne's understanding of your company, its products, people, and challenges.
- Send us a copy of the program that will be used for this event.

We appreciate your help; please email us directly at if you have any questions.

Introduction

Please use the provided introduction to introduce Rachael Jayne. If you have some personal comments you would like to add or if you have heard Rachael Jayne speak before, just let us know, and we will make the adjustments.

Podium/Lectern

Rachael Jayne does not speak from a lectern - with her high energy and audience participation, a clear stage is a must. Rachael Jayne's high energy will keep her moving from one side of the stage to the other. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during her presentation.

Platform

With groups of 200 or more, Rachael Jayne is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy her presentation. Please have steps placed in the front or sides, if possible. Rachael Jayne asks that security measures such as roping be set up at the back of the stage so that people cannot accidentally fall off.

Microphone

Rachael Jayne prefers a headset microphone to give her freedom of movement. She enjoys being able to move around freely so she can interact personally with your group. Also recommended are hands-free microphones to allow for audience participation.

Audio/Visual Aids

Your A/V staff will be happy to learn that Rachael Jayne uses no boring PowerPoint presentations. Please remove any equipment and/or screens from the area, if possible. Occasionally she might show a slide or two, but this is rare.

If, per the agreement, you wish for Rachael Jayne to entertain with music, we will further discuss what needs to be made available.

Hotel and Travel Arrangements

Hotel room reservations (non-smoking), 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 should be billed directly to the hiring organization. Rachael Jayne will be responsible for making her own travel arrangements, non-refundable (non-stop, when possible) first-class fare, and round-trip from Denver, Colorado. The agency will submit all travel and expenses within 10-days of the conference for reimbursement.

Ground Transportation

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Rachael Jayne with a confirmation number and telephone number. You may also include this information in the pre-program questionnaire.

Payment of Fee

Per the agreement, please remember that the entire fee is due 10-days prior to the engagement. An invoice (with the exception of jobs through a speakers' bureau), including travel expenses and per diem, will be e-mailed prior to the engagement.

Please Remember: Audio or video recording of the presentation, in part or whole, by the client for private or other resale distribution is prohibited and is NOT a part of OUR AGREEMENT unless otherwise agreed to.

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 us do the rest!

Questions? Please feel free to call Talent Concierge® directly at 570.906.4395 or email hello@talentconcierge.co. We are always happy to help!