Creativity "No Limits" Inc. Janie Jasin

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1743 Green Crest Drive, Victoria, MN 55386

CHECK LIST FOR PRESENTATION

- Herringbone the tables, chairs & tables or just chairs
- Create center aisle
- Hand held cordless microphone
- Lavaliere cordless microphone
- 6 foot skirted table for staging area (place towards back)
- AV sound remote to play cued up CD's
- Easel w/markers
- Riser if over 200 people
- Steps down the center of the riser
- Glass of water, no ice on table
- Area for signing autographs & sales; should be in high traffic well light area w/two 6 foot tables
- An Assistant for Janie at the signing table.
- Need enough space behind signing table for Janie and assistant
- No electrical outlet needed

NOTE: The assistant should be able to make change and do VISA intake. Janie brings all change & credit card slips & equipment.

If Janie is the last speaker, please make sure all previous equipment is cleared away from the staging table.

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