



Jane Stanfield, Where Is She Heading
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Presentation Commitments

JANE'S MISSION STATEMENT – To give 100% of her heart, enthusiasm and knowledge during her presentations about volunteering around the world.

As her presentation is most powerful with photographs of the volunteer sites, certain logistics need to be in place to keep her commitment to your group.

The room has...

The ability to be darkened and the windows covered.

Rectangular format – please have Jane or any other speaker in the middle of one of the long sides.

Chairs and tables arranged so that everyone can comfortably see the screen.

If in schoolroom formation, please have two-three chairs per table.

If the tables are round, 5 chairs per table, all facing the platform

For Keynotes, the distance from the first row to the stage is not over 10 feet.

Please have only as many chairs as you expect people, with extra chairs stacked in the back of the room; otherwise, the front rows will be empty.

Doors to the room close loudly? Please place door stops appropriately so that the doors will not become a distraction for the audience.

The following equipment available and in working order...

A LCD projector and screen ready for the presentation.

No lectern, but a table on the platform for the projector and laptop.

The table will form a “T” with the screen. Jane will be using a Keynote or

PowerPoint presentation from her own laptop with a back up on a flash drive.

Extension cords to run from the table to a power source.

A Lavalier mic and back up microphone.

A cup of hot water for Jane on the platform, or bottles of water at room temperature.

Two tables at the back of the room for books.

Light that directly hit the screen able to be dimmed or turned off

Jane Stanfield

Presentation Commitments – 2

You can help Jane make the presentation powerful by reading the following:

1. Please take a moment to read Jane's introduction before the actual introduction. When you read it to the audience, please keep it close to the way it was originally written.
2. Try to have the group in a "fun" mood before introducing the speaker. Sad announcements, moments of silence for a recently departed friend are appropriate, but *not just before introducing the speaker*.
3. If there are awards or extended announcements, either consider having your speaker first, or give the audience a stretch break for a couple of minutes before introducing Jane, or any speaker.
4. Please set any coffee breaks at the back of or outside the meeting room. This will be less distracting for the participants. At banquets, please serve dessert and coffee, but ask the servers to leave clearing and clean up until after the presentation. ***Jane will finish within two minutes of any time frame you give her.***
5. Please keep in mind that an extended cocktail hour for the audience prior to hearing a speaker may be a bad idea. Please save social beverage events for after the speaker's appearance.
6. Jane enjoys and tries to meet as many members of her audience as possible. She will attend your social events if invited or requested, but please do not make arrangements that require her to be out late at night.
7. Jane will be in the meeting room at least one hour before her presentation.
8. Jane's presentation will never match the handout she has sent for duplication. This is because it is common for Jane to tweak the presentation within hours of the final program.

Thank you in advance for your assistance in making Jane's presentation at your meeting a success. She is very much looking forward to seeing you in the near future.