



Event Requirements

Allison Massari

Top Resilience and Inspirational Keynote Speaker, Storyteller, Entrepreneur, Executive Coach, Celebrated Artist

Keynote

Length: Up to 60 minutes – Optional Deep-Dive Conversational Q&A Added On.

AV Needs and Setup

- An AV check and walk-through needs to be *completely finished* at least 75 minutes prior to Allison's presentation. She is happy to arrive as early as you need.
- A "headset microphone" similar to a DPA 4088 or an E6 Countryman is needed for the best sound quality. Allison is a storyteller and her voice is gentle when she presents most of her program. Additionally, when she tells stories she moves her head around quite a bit. (A lavalier mic would cause sound to drop out or not be amplified enough.) We thank you in advance for helping to get the headset mic.
- A monitor or laptop is needed near the foot of the stage so that Allison can see her PowerPoint as she advances the slides and walks the stage.
- A wireless remote is needed to advance the PowerPoint slides. Since timing is key when she clicks to an image, Allison needs to have full control of the slides rather than an additional person backstage pushing through her slides as she advances them.
- If it is possible, we request that Allison's PowerPoint be projected on screen at all times during her presentation. If your audience is extremely large and you plan to do cut-away shots of her speaking via IMAG, we prefer that you use additional screens for this so that her slides will remain visible.
- A lectern on the left or right side of the stage is needed. Please be sure that it is clear of any booklets or binders.
- To focus and prepare, Allison likes to be in a quiet room for at least one hour prior to being needed backstage before her speech. If you can accommodate a quiet room with no interruptions or

distractions near the event room, and also near a restroom, it is greatly appreciated. If not, she can find a spot on her own.

- Please ensure that there will be no food or servers coming in or out of the room during the presentation. Thank you!

PowerPoint

- Allison will send the PowerPoint in advance via WeTransfer. Her deck consists of photos only and does not include any animation nor does it require an audio connection.
- Allison's PowerPoint presentation contains her copyright protected artwork. The PowerPoint is for use during her keynote only. Since her work is copyright protected, Allison Massari's PowerPoint may not be shared in any additional forms including print, digital or online versions.

Photography

- It is ideal if there is not an excessive amount of *flash* photography up close of Allison during her presentation, as this can be distracting and feel like an interruption. We ask that you let any designated photographers know. We thank you in advance for your understanding.
- Please provide any photographs of Allison Massari to her within 4 hours of her keynote so that she may be able to use them on social media and include them on her website and in speaker materials: **CS@AllisonMassari.com** or **allisonmassari.wetransfer.com**
- Allison Massari's name, image, biographical information or likeness may not be used in any manner without prior written permission from Allison Massari. This includes, but is not limited to, an endorsement or promotion of any product, service, group, or opinion.
- A headshot of Allison Massari will be provided by the Massari Client Services Team that may be used to promote your event and used for materials related to the event such as a conference brochure.

Video Recording, Streaming, or Live Broadcasting

We love for you to film! However, we have stipulations. Please note that the content of Allison Massari's presentation is governed by intellectual property law, which restricts the use of recordings or live broadcasts of her presentation. **Please read below, and know that we are happy to clarify.**

No audio or video recording, or live streaming (such as on a “closed circuit network”) is allowed without a signed Film/Broadcast Agreement from Allison Massari’s office. Live broadcasting on public forums such as Facebook Live and Google Hangouts is not permitted. If you would like to film, tape, stream, or broadcast the keynote, please email us with the details of your request, and include exactly how you plan to use the recording, or any details about your hopes for broadcasting or streaming. Depending upon the intended use of any footage, it may be subject to additional payments or conditions and protective provisions as the speaker requires. Upon approval of your request, Allison’s office will create a Film/Broadcast Agreement to be mutually signed. **No transcriptions of the keynote may be made or used, and no articles may be written or published without prior written permission by Allison Massari.**

Bio, Program Description, Introduction

- Allison will provide both a biography and a program description customized for your group.
- Her office will also provide an introduction for you to use that is perfect for setting up her presentation in the best way.

Logistics

- Please arrange and directly pre-pay for the hotel (room, taxes, internet, incidentals, room service charges) and confirm that all will be billed to the client master account.
- Please provide professional ground transportation at the event site or reimburse for ground transportation or car rental. If you are arranging a car service for her, please keep in mind that she prefers to arrive at the airport two hours before her flight.
- Allison always flies in the day before her keynote. She prefers to fly out the day after her keynote, so that she may completely focus on your event and not be required to rush to leave after the presentation. With this in mind, one or two hotel nights are requested depending upon flight schedule.

IMPORTANT NOTE: Please reserve a non-smoking room for two nights, on the ground floor (or low floor), and near the hotel lobby front doors (which allows for quick access to the front desk as well as to A room with a high ceiling—and a balcony or deck, or windows that open are helpful if possible.

AV Team Call:

Client to provide Allison Massari’s email and phone number to the Primary AV/Production Team Person:— Mobile: 415-209-3616 Email: allison@allisonmasasri.com. Client to provide full name of the Primary AV/Production Team Person, phone number, and email. Allison Massari will reach out directly for a call. This is highly efficient for a successful event.

Dietary Restrictions

Allison prefers a very clean diet with no sugars, oils, sauces, or complex carbohydrates. She loves proteins, like steamed chicken, beef or fish, with steamed vegetables. And hot sauce! If you really want to go over the top to make Allison feel welcomed, then having several bottles of room temperature water for her in her room will make her very happy!

Thank you from the Massari Client Services Team!

We appreciate you for taking the time to review these requests. Allison is *very much* looking forward to meeting you and to providing a fantastic program for your event.