

EVENT PLANNING LOGISTICS

TRAVEL & LODGING

Jane travels from Atlanta and will typically arrive the day before the event. She will require non-smoking accommodations based on her travel schedule. If your event is in the Atlanta area; Jane does not need a hotel room.

AV REQUIREMENTS

Projector with a minimum of 2400 Lumens; she prefers a lavalier microphone for groups over 25. We will contact you to schedule a 15-20 minute AV check before your event, either the night before or in the morning before your event begins.

PRESENTATION ROOM SET-UP

Banquet, classroom or theatre style set-ups all work great. Depending on the amount of workshop participants, there may be a need for space for the audience to break into small groups as well. We will be happy to review your space layout with you.

LIGHTING

Professional lighting is preferred. Jane wants to see and connect with the audience. Please leave Jane and the audience as well-lit as possible.

PRINTED HANDOUTS

Once the presentation content is finalized, we will produce all the coaching materials and send them to you in advance of the workshop. Please provide a final participant count three weeks before the event.

HEADSHOT DOWNLOAD

[Download Jane Gentry's Headshot](#)