



EVELINE PIERRE

Museum Mama | Author | Speaker

Campaigner of Empowerment

MICROPHONE

A wireless microphone, a headset microphone, or a lapel microphone.

PODIUM

Please have a podium available for Eveline's items.

LCD PROJECTOR

Only if needed for the event, the client is responsible for providing a LCD Projector and laptop. Eveline brings PowerPoint presentations on disk. Please determine in advance whether Eveline will require a LCD Projector for her presentation.

WATER

Please provide speaker with 2 bottles of water. One bottle should be chilled, the other room temperature.

MEALS

If food will be served, preferences include: seafood, organic chicken, and vegetable entrees.

PRODUCTS

Please have a table prepared for Eveline's books, audio CDs, or DVDs. Eveline needs a BLACK tablecloth for the product sales table.



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Please make sure that the table is conveniently located next to the stage. Please make sure that two people are available on the day of the event to assist with the post-event book-signing and help staff the table.

If no assistant is available, client is responsible for covering the travel and lodging expenses of Eveline's personal assistant.

PRE-EVENT SPACE

Please provide a quiet, secure space for Eveline before the event begins.

Email booking@evelinepierre.com with any questions.

Please try to accommodate the above requests as closely as possible as this will help your event flow smoothly. If you have any questions or challenges, please do not hesitate to contact my team in advance. It is best to plan ahead so that there are no problems on the day of your event. We look forward to working with you!