

Stage & AV Requirements

Siena Dean · Tampa, Florida

Everything below is standard and should be straightforward for most venues. The one item that needs advance coordination is the recording section on page 2 — Siena brings her own videographer. If anything here is difficult at your venue, please raise it early rather than on the day; nearly all of it has a workable alternative.

Stage & Room

- Open stage or clear floor area. Siena moves while speaking and does not use a lectern. A lectern may be present but is not required.
- Raised stage or riser preferred for audiences over 100.
- Front lighting on the speaking area, with house lights at least partially up. Please do not black out the audience — she reads the room while she works.
- Confidence monitor or a downstage laptop showing the current slide.
- Visible countdown clock or timer.

Audio

- Wireless over-ear or headset microphone preferred. Wireless lavalier acceptable. Both hands need to be free.
- Handheld backup available for audience Q&A.
- Sound check completed before doors open.

Presentation

- 16:9 format. HDMI or USB-C input; Siena travels with standard adapters.
- Slides advanced with her own presenter remote. House remote as backup.
- Deck delivered up to five business days in advance in whichever format your AV team prefers. She also arrives with the deck on her laptop and on a USB drive.
- Audio playthrough to the house system if the deck contains video or sound.

Timing & Logistics

- Confirmed run time with a hard start and stop.
- Technical walk-through on the actual stage, 60–90 minutes before doors.
- Quiet space available 30 minutes before she goes on.
- Room-temperature water at the stage, no ice.
- Introduction read verbatim from the supplied intro script (available in the speaker kit at sienadean.com/speaker-kit).
- Q&A format, length, and moderation confirmed in advance.
- Ability to display or distribute the participant leave-behind, usually a QR code.

PLEASE READ — REQUIRES ADVANCE COORDINATION

Recording

Siena brings her own videographer, at her own expense, to capture the session. She retains rights to footage of her own session for marketing use, and **your organization receives the full edited footage for internal use at no cost**. What is needed from the venue:

- Media access to the room for one videographer.
- One tripod position at the back or side of house that does not obstruct sightlines.
- Access 60 minutes prior for setup.
- One standard power outlet within reach of that position.
- A direct audio feed from the house board — XLR or 3.5 mm. Board audio, not camera mic.

If your venue is also recording, Siena is glad to receive that file — it does not replace her own capture. If the venue prohibits third-party recording, please flag it at contracting rather than on the day of the event.

Virtual Delivery

- Zoom, Teams, or Webex. Siena presents from a hardwired connection with professional lighting and audio.
- Platform test 24–48 hours before, plus a 30-minute pre-call the day of.
- Co-host permissions for screen share.
- Attendee video on wherever the culture allows.
- Same recording terms as in-person.

Accessibility

- Siena is glad to work with ASL interpreters or live captioning. Please give advance notice so framework terminology can be shared with the interpreting team ahead of time.

QUESTIONS FROM YOUR AV TEAM

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sienadean.com • Book an introductory call: calendly.com/sienadean/30min

Please forward this document to your AV and production team. Current as of August 2026.