

These are Tamara Ellison's terms and some best practices—applicable when Tamara is your featured speaker. Please read the rider carefully. It is part of the attached contract for Tamara Ellison. By signing the contract, you are agreeing to the terms and conditions to supply Tamara with the essential that is needed to conduct a workshop, sermon, message and Q&A presentation.

First, thank you for having me! I'm excited to meet your group. I know you want an upbeat, high-energy presentation. So do I! As both an audience member and from up on stage, I've had lots of opportunities to see what works well and what doesn't. To deliver you the best experience possible and to prevent glitches or misunderstandings, I've created this list of suggestions and requirements. Thank you for inviting me, and I look forward to working together to make your event fun, memorable, and impactful.

~Tamara

Here's how to get the most when you feature Tamara Ellison as your speaker. Please have the person responsible for the event actively confirm that you'll make these things happen and that you accept these terms.

AV

- Tamara uses her laptop (MacBook Pro) and a remote control that she brings with her. She has her own VGA and HDMI adapters, just in case. Her **presentation does not run on any computer but hers.**
- Her computer needs to be at the front of the room with her, where she can access it to be most nimble. She often pulls up examples to share when her

audience asks questions or hops to areas of greatest interest to keep the room energized.

- AC power should be within six feet of the computer and the laptop must be set up within reasonable sight (no more than 5-7 feet) of the most distant point where she will be standing. It works best to have it on a low table rather than a podium.
- If sound output or external video is required, she'll confirm this with you—please let her know when you need to know this by week 2.
- For groups of more than 25 people, she needs a wireless lavalier or microphone. She just can't be as smooth with a wired, handheld, and won't use a podium microphone. Stage monitor on either side of the stage. Please test sound on all areas of the stage for volume and for feedback—if they cannot be resolved, please advise her of "danger spots."
- To have the highest-energy presentation, **a single screen or projector should be off to one side** or well above the stage, not center stage because the presenter is the focal point and the slides are merely supplemental. Tamara can't move around or interact with her audience when she's forced off to one side, unable to pass by the screen without obscuring it, so the session's energy is much less than it could be.

- It's critical to have a clear front-stage area. You'll be really glad she's not the sort of speaker who hides behind a lectern. A podium at the front of the stage (center or side) blocks your audience's view of their speakers. And it's really awkward to dodge. It also doesn't work to have her stand behind or to the side of tables or props for your other sessions. **If the front of the stage is full of stuff, she'll have to stand on the floor** which sorta precludes the reason you have a stage in the first place. Tuck furniture (except her small table) at least 5-6 feet from the front of the stage if you absolutely can't remove it.
- To have an impactful Presentation, the house & stage lightening must to Tamara standards and must be capable of going dim or completely, to add visual aid to presentation.
- Tamara loves to cooperate with your team on a tech check, preferably 20-30 minutes before she goes on stage. Hot swaps (resulting from back-to-back sessions with no break in between) are a recipe for disaster and they drain the audience's energy, stress out the tech team, and worry the speaker.
Please schedule (minimum) 45 minutes before the presentation in order to check audio sound/Web cam equipment to ensure connection which is non-negotiable.
- If we've agreed to permit recording the session, plan ample time to test sound pick up and to verify that the sound patch doesn't interfere with the projection-output quality (sometimes an issue).

Virtual

- It is essential that Tamara is provided with Zoom link within 30 days of the event
- Apps/software that will be available for the session
- Will the presentation to be broadcast live, if so which platform: YouTube, Podcast, Facebook
- Connect Test will be set with date and time
- Coupon code will be provided for virtual events only
- Also Access Code will be given to to Tamara Assistant for all virtual presentations

Scheduling & Logistics

- To create some anticipation for the session and to allow for AV setup and testing (discussed above) it's best to schedule a break before Tamara takes the stage.
- Also, consider scheduling a break right after Tamara's presentation. It helps facilitate that high-energy scrum at the front of the room for people who want to say "hey," ask questions, and share their epiphanies. Plus, you get break-time conversation for people to discuss what they just learned.
- Provide Tamara with date of Presentation, schedule of program, starting time of presentation, the length of time presentation
- Will she require to do Q&A after the session
- **For non-local events:** Because she never wants to let you down as a result of wonky airline performance, Tamara prefers to arrive the night before.

Please arrange or recommend a hotel that's either at the venue or closer to the airport than the venue itself. She'll need a nonsmoking room.

- Tamara prefers to stay at the Marriott Hotel with transportation to and from airport and hotel.
- Her travel and lodging will be covered and she will not fly economy for long flights
- Her first choice of Airlines is Delta, but will fly Southwest for shorter flights. Non stop flight is must.
- Tamara would enjoy meeting with your executives prior to her presentation. Dinner the night before is nice if travel permits. This interaction is helpful for personalizing the presentation for your group. Plus, she likes meeting nice people.

Miscellaneous

- If you are serving snacks/Lunch, Tamara is a vegan and does not eat dairy products; milk, cheese, eggs, but will eat fresh fruit, vegetables, salsa with chips and nuts.
- Tamara need a private green room before ministry
- She prefers that seating arrangement be established before the event, Tamara prefers to sit in the pulpit or have a private meeting with her assistant or with other guest speakers.

Products

- A product table 4ft long and 2ft wide minimum is required to set up her products for display and sale
- And must be located inside the build during the Presentation
- Tamara will offer a Coupon Code (for virtual events only)

Slides and Handouts

- Tamara doesn't convert her slides to anyone's templates. Ever. Templates don't distinguish one presentation from another. Tamara's presentation slides are carefully designed to graphically supplement her verbal content; they don't mirror the words in her speech. The alternative is that she'll be fine presenting without slides.
- Tamara's full slide deck is not available for download or to publish as notes or a handout. If you need an outline of the presentation for educational certification requirements, one can be provided on the day of the session.
- Tamara owns and retains all rights to her materials and content. Always. They cannot be reproduced or distributed.

Recordings and Photos

- Feel free to take photos before and during Tamara's talk but please, no flash photography during the presentation.
- Unless we specifically agree (there is a price difference) you don't have permission to record (audio or video), resell, or distribute Tamara's talk.
- You agree that Tamara has the right to photograph the session, as well, and

use photos online or in print.

- Tamara request all copies of recording sent electronically or by flash drive

Suggested Intro

Tamara Ellison, is a motivational speaker, success strategist, and "mindset shift" expert. With a strong background in business consulting and leadership development, she honed subspecialties in both professional development and productivity strategies.

With years of successful experience, Tamara's business consultation and leadership development have provided valuable insight and an approach that has helped entrepreneurs develop long-term and short-term goals and strategies, as well as improve their business in areas that might have been overlooked.

Find out why Tamara Ellison is considered a rebel and a catalyst in changing the way professionals develop and grow their teams. Today, let's listen as she sheds new light on...

A nice, short intro like this is way better than reading Tamara's full bio aloud. But if you'd like more facts, the bio has them.