

Event Details for Tracie Miles

Microphone

- An over the ear model, or lapel microphone is preferred. However, if neither are available, a hand-held microphone will work perfectly fine.
- If possible, Tracie would love to have her session(s) recorded and provided a copy after the event. The recording can be used by event planners as desired and you are given permission to share or distribute copies to your church members as well. There are no copyrighted regulations, however, please do not distribute outside of your church family. Audio and/or video files are both wonderful assets to have post-event!

Stage Setup

- A small podium, or a sturdy music stand, is sufficient to store speaker notes. Preferably this will be set off center on the stage or speaking area, so speaker will have room to move around and engage the audience.
- A small table or stool on the stage is also helpful, for setting any additional resources on that will be referred during speaking, or a bottle of water.
- A glass or bottle of water within reach of podium.

Book Table

- Books will be shipped to your event one week prior to your event.
- Please place the book table in the most high traffic area where attendees will be spending the most time. This makes for ease of attendees in being able to view and shop at their leisure and ensures they don't miss any valuable resources available to them.
- A six-foot table with a table cloth should be sufficient for most events.
- Please have one to three volunteers or more, depending on number of people in attendance. Typically, at least two volunteers per one hundred people.
- All Volunteers will need to be comfortable using the Square Register technology on an Apple cell phone or Apple Ipad.
- If possible, please have the event volunteers load the Square Register app onto their phone prior to the event. The free app download information and your specific event's login information will be provided on an information sheet in the box of books that are shipped to you. Volunteers can set up the book table before Tracie's arrival, or she will gladly do it upon her arrival.
- Volunteers need to be comfortable handling money and money calculations. Calculators and pens will be provided. All tax will automatically be included on the book pricing so tax will not have to be figured out by the volunteers.
- It is recommended that specific times be scheduled into the event agenda for when the book table will be open, so that book table volunteers are freed up to attend all event activities and enjoy the event as well.
- If you think your attendees would enjoy having their books signed by Tracie and getting to speak with her one on one, it is recommended to incorporate a "Book Signing Time with Tracie" into your event agenda. If possible, a tall pub table and stool are perfect for this interaction, but a regular table and chair will work fine too. This too will work best in a high traffic area.
- When the event is over, you will box up any leftover resources, and Proverbs 31 will send for them via Fedex or UPS at no expense to you. Please have the boxes to be shipped available at the same location where they were shipped to.

Technology Needs

- Please provide Tracie with the venue Wi-Fi password ahead of time.
- Please also make sure book table volunteers know the Wi-Fi password as well, since it will be needed to operate the Square Register app for book sales.
- Please arrange to have a sound check prior to the beginning of the event for any/all equipment and microphones being used.

Personal Needs

- Tracie's goal is to minister to your women, but also be available throughout your event. Although some down time is needed for personal rest and refreshment and prayer, she will gladly participate in the happenings and social activities with your ladies as much as possible. Tracie's heart is to be fully present as an integral part of your weekend!
- If possible, please have someone assigned to assist Tracie with minor details, such as greeting her upon arrival and showing her where to go, providing a tour of the facility, getting checked into hotel room, transportation as needed, sharing important information, etc.
- A few snacks and drinks are always appreciated in one's hotel room after a long day of travel, but are certainly not expected or required.
- Tracie loves to receive photos taken by event planners or attendees at their events of her speaking on stage, or meeting and greeting with your guests. Feel free to email them post-event if you or your attendees have any to tracie@traciemiles.com