

Hello there!

We're so excited to be teaming up with you to help make your next event amazing! Thank you for the opportunity to collaborate with you in making your learning event successful and memorable!

AJ is super low maintenance, but his experience speaking on hundreds of stages across the country has taught him a lot about how to make each event the best it can be for everyone involved.

We appreciate your assistance in accommodating as many of these requests as possible to help ensure your attendees have an experience they'll remember for a long time!

1

AJ's presentation uses custom fonts, custom layouts, custom colors, and animation. **Therefore, we request that he be able to run the presentation from his own laptop (Razer 15 with HDMI output) whenever possible.**

2

Please coordinate with your event technician that we need an overhead projector with a HDMI plug. **Please make sure that the line/cord is long enough for the laptop to be situated centerstage.**



3

For our audio needs, please coordinate with your event technician that we need an audio line with a 3.5mm audio jack plug or RCA audio plug. **Please make sure that the line/cord is long enough for the laptop to be situated centerstage.**



4

AJ brings his own microphone, however, he asks the organizers to provide batteries for his body pack. **Please provide 4pcs AA Alkaline batteries (per day).** Energizer is his preferred brand.



5

In case of technical emergency, please have your event technician **prepare a hand-held microphone on standby** for AJ.

6

AJ would need two tables, the first is in front where he will put his laptop and other gadgets, another table on the back of the stage (or back of the audience) where his team/ companions can make a station.

7

Please coordinate with the catering/ food providers **that it is really important to please disallow servers of any kind from serving food to the audience or clearing plates during AJ's presentations.**

8

Whenever possible, projectors or screens should be set off to **the side(s) of the stage and not in the center of the stage so that AJ isn't walking through the light of the projector.** Please arrange a time for him to be able to **do a quick walkthrough and sound check when none of the attendees are in the room, preferably 30-60 minutes before his presentation.**

9

Another priority of AJ's will be to help keep your event running smoothly. **If you get behind schedule, he will be flexible to your guidance as if you want him to cut his part short or do his full time.** Either way, it helps if you can have a clock that is easily viewable from the stage to help him adjust accordingly.

10

For meals, **AJ requests that his and his companions' meals will be pre-served in a separate table so that he can maximize his "rest" time** and synergize with his team (if applicable) so that he can be full of energy when he engages with your audience on the next segment (especially if it's a day-long event.) **He would also love to eat with your leadership team if they would want to.**

11

Unfortunately, AJ is diabetic. We kindly ask that the food and beverage that will be served to him **is diabetic-friendly.**

12

AJ would appreciate if there's **cold drinking water available for him anytime** during his presentations.

13

If and when booking AJ's accomodation, **please reserve a private queen or double-bed bedroom with private bathroom and comfort room.**

Truly, we are honored and humbled to have the opportunity to speak to your audience and assist you in creating an epic experience.

Please let us know if you have any additional questions or if there is anything else we can do to serve you, either before or during your event.

Thanks, y'all! This is going to be a blast! 😊

❤️ *See you soon!*

TEAM
aj perez 
learning events