

# Lila's Little Logistic List.

**Give us the Scoop!** Have you been in the press lately? On TV? Featured in industry magazines? Send us the links. Lila wants to be sure she knows exactly who she's talking to.

## **Introduction**

Please use this to introduce Lila.

## **Podium/Lectern**

Lila likes to have a podium and/or table onstage to set down any props she may need for her presentation.

## **Platform**

With groups of 200 or more, Lila is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy her presentation.

## **Microphone**

Lila uses a wireless hand-held microphone. She enjoys being able to move around freely so she can interact personally with your group.

## **Audio/Visual Aids**

Lila often creates a personalized PowerPoint presentation (Actually keynote from her mac) customized for your organization.

## **Hotel and Travel Arrangements**

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Lila will be responsible for travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip from Detroit, Michigan.

## **Ground Transportation**

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Lila.

**Questions? Please feel free to call Mike Gold 1 (248) 318-1041 or [email](#). He's always happy to help.**