



# CONTRACT RIDER

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**MICROPHONE** A wireless microphone, a headset microphone, or a lapel microphone.

**PODIUM** Please have a podium available for Regina's items.

**LCD PROJECTOR** Only if needed for the event, the client is responsible for providing a LCD Projector and laptop.  
Regina brings PowerPoint presentations on disk.  
Please determine in advance whether Regina will require a LCD Projector for her presentation.

## **WATER**

Please provide speaker with 2 bottles of water. One bottle should be chilled, the other room temperature.

## **MEALS**

If food will be served, preferences include: seafood, chicken, and vegetable entrees.

## **PRODUCTS**

Please have a table prepared for Regina's books and audio CDs. Regina needs a BLACK tablecloth for the product sales table.

Please make sure that the table is conveniently located next to the stage. Please make sure that two people are available on the day of the event to assist with the post-event book-signing and help staff the table.

If no assistant is available, client is responsible for covering the travel and lodging expenses of Regina's personal assistant.

## **PRE-EVENT SPACE**

Please provide a quiet, secure space for Regina before the event begins.

Email [bookings@reginacoley.com](mailto:bookings@reginacoley.com) with any questions.

<p><b>Please try to accommodate the above requests as closely as possible as this will help your event flow smoothly. If you have any questions or challenges, please do not hesitate to contact the ME Unlimited team in advance. It is best to plan ahead so that there are no problems on the day of your event. We look forward to working with you!</b></p>
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