

SUGGESTED TECH AND PREPARATION INFORMATION

To Prepare For

Glenn Close

Microphone

Ms. Close will need both a lavalier and wireless hand-held microphone.

Lighting

During the program, the stage area should be well lit and the audience lights should be slightly dimmed. During the question-and-answer period, all lights should be brought up.

Water

Please have still, room temperature bottled water on or near the podium.

Media Opportunities

Should there be a media request, please advise your Royce Carlton representative. All media requests should be routed first through the sponsor organization. Further, rather than individual interviews, a press conference is preferred. If a press conference is scheduled with your RoyceCarlton representative, plan the press conference for 15-20 minutes and no longer. The host should be nearby and curtail the conference if it goes beyond the allotted time.

Prior to Program

Ms. Close would like to have 30 minutes to herself prior to her program. Royce Carlton will advise if there will be any hairdressing or make-up needs.

Green Room (Dressing Room) & Dietary Requests

If you could provide some still, room temperature water, earl grey tea, bananas and crackers back stage, it would be most appreciated.

Dietary Restrictions

Please note that although Ms. Close does not have any allergies, please avoid acidic and spicy foods.

Venue

Although Ms. Close does not anticipate having guests at the event, if you could keep a few tickets aside it would be appreciated.

Flashbulbs

Please be certain that there **are no flash photographs taken during Ms. Close's program**, as it is most disconcerting to the audience and Ms. Close. Discreet photos without the use of flash, however, are fine during the first few minutes of the speech. Please be certain to announce this at the start of your event.

Accommodations

Please provide Ms. Close with a king non-smoking hotel room.

Social Activities

If there is a dinner, reception, etc., please be certain that any and all activities have been cleared and agreed to with your Royce Carlton representative.