

SUGGESTED TECH AND PREPARATION INFORMATION

To Prepare For

Sherman Alexie

Podium

Please have a small table and/or music stand on stage.

Microphone

Mr. Alexie would like a cordless microphone or a lavalier 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 a glass or bottle of water on stage.

Social Activities

Mr. Alexie enjoys being with people in a social setting (dinner, reception, etc.), but please be certain that any and all activities have been cleared and agreed to with your Royce Carlton representative.

Movies

If you would like to rent a copy of Mr. Alexie's film "Smoke Signals," please contact Swank Motion Pictures at 1-800-876-5577. If you are interested in renting a copy of Mr. Alexie's film "The Business of Fancydancing," please contact producer Larry Estes at 206-686-1572, or welb@earthlink.com.

Book and Book Signings

Mr. Alexie is more than delighted to participate in a book signing. The book selling area and the book signing area should be located in two separate places as to avoid bottle necking. In securing copies of Mr. Alexie's books, please contact your local bookseller. In most cases, they are more than delighted to send personnel to handle the sales and signing of the books. Please see Mr. Alexie's "In Print" page located on the Royce Carlton website for titles.

Video/Audio Taping

Please be advised that the recording of Sherman Alexie's program in any form (videotape, CD, podcast, broadcast, etc.) is prohibited. Please make this announcement as part of the introduction to Sherman Alexie's talk and please also include this notice in signage for the audience to see.

Dietary Restrictions

Mr. Alexie should not have any rice, bread or dairy. Please provide fruits and vegetables with no dips for Mr. Alexie in the green room.

If a meal is being served in the green room, please provide plain chicken breast served with vegetables. If a meal is being catered as part of the event, please provide any meat or fish option served with vegetables. His drink preference is plain sparkling water.

Hotel Accommodations

Reservations should be kept confidential. Mr. Alexie should be pre-registered and the reservation should be made under "Robert Levinson". Please alert the front desk that Mr. Alexie will pick up the room key upon arrival. Royce Carlton will confirm the day of arrival with the front desk that the key ready for pick up. Please reserve Mr. Alexie a non-smoking room with cable television.

Security

Mr. Alexie has requested security whenever he is in public. What follows is what is recommended.

1. Two security personnel should be assigned to Mr. Alexie when he is in public; one plain-clothes security person (armed) and one uniformed security person.
2. In the auditorium we recommend two uniform security people be stationed on each side of the stage (not on the stage) and the plain-clothes security person in one of the first two rows in the audience.
3. For seating in the auditorium, we recommend that the first three to four rows be "reserved seating".

General Note

Courtesy Announcement Prior to the Program:

For the full enjoyment of the speaker, please turn off all cell phones and mobile devices and refrain from text messaging or use of laptop computers. As is customary in venues presenting entertainment, please be advised that the use of recording devices is strictly prohibited.