

WHAT'S A RIDER?

The purpose of a rider is to provide an event host with the details needed to help set up for success. They include necessary technical details, but also speaker preferences and dietary restrictions.

You may have heard of some crazy things that celebrities request when making an appearance. Like Van Halen banning brown M&Ms in their dressing room. Or that Kanye West requests an electric scooter, a smoothie station, and lunchables. Oh, and don't forget queen Adele - she requires 6 metal teaspoons, an assortment of chewing gum, and 2 squeeze bottles of non-organic honey. Seems silly, but it can help make them comfortable and then put on a better show.

Don't worry - nothing super crazy in here! We just want to make sure you have the best workshop possible, and we know sorting out the logistics can be stressful. To make the planning process as smooth as possible, we've provided all the details in one place.

The specifics included are primarily meant to serve as guidelines. Feel free to reach out to your trainer or Organized Adviser directly if you have any questions! We're a friendly bunch.

CONTACT INFORMATION

TRAINER

Katie Moreno

Email: katie@organizedadviser.com

Cell Phone: 832-696-1192

IG: @katiemoreno910

@organizedadviser

ORGANIZED ADVISER

Katie Moreno, Owner

Email: katie@organizedadviser.com

Office Phone: 832-479-9431

Emergencies: 832-696-1192

This is my personal cell phone, but I do not typically answer numbers I do not know. Please leave a voicemail or text if I do not answer. I will get back to you ASAP.

Are you on Instagram? Please tag us @organizedadviser in your workshop photos!

PRESENTATION REQUIREMENTS

HOST MUST PROVIDE

- Projector & screen
- Audio system
- Microphone (if needed)
 - wireless preferred
- Computer-to-projector connection
 - If HDMI is not available
- Session materials - list will be provided
- Audience Seating
 - Preference is seated at tables with space to work collaboratively
 - If theater-style seating, please let me know in advance to adjust activities
- Local COVID-related considerations
 - testing requirements
 - vaccine requirements
 - masking protocols
 - distancing protocols
- Parking information
 - Where is visitor parking
 - Where to check-in
 - How to meet host upon arrival
- Equipment hauling (dolly or cart, elevator)
- 2 bottles of water/day, room temperature
- Resource table + attendant

TRAINER WILL BRING

- MacBook Pro laptop with 4 USB-C ports
- USB-C to HDMI cable
- USB hub with memory card reader
- AirPlay compatible

AVAILABLE UPON REQUEST

- Samsung 34" Ultrawide Monitor
Local to Houston only
- DSLR Camera (Canon EOS 80D)
 - Tamron 28-75mm
 - Sigma 28-70mm
 - Canon 10-18mm
 - Canon 50mm
 - Canon Speedlight 430EX II
- GoPro 360, Hero3+, or Hero5
 - Various mounts available
- Gimbal stabilizer
- Point-and-shoot camera (Sony ZV-1)
- Cold Shoe Microphone (Movo VXR10)
- Various tripods
- 10" ring light with tripod
- 18" ring light with tripod
- Silhouette Cameo 3

SCHEDULE

Trainer's rate includes up to 8 working hours. Due to the nature of publications workshops, your schedule may require additional hours. Additional time will be billed at \$50/hour for each additional hour.

You must allocate adequate time for meals and breaks into your program schedule.

PER DIEM

Three (3) meals must be provided to the trainer each working day.

If not provided directly, per diem will be added to the invoice at the current standard government rate. Per diem for travel days will be billed at half the current standard government rate.

DIETARY RESTRICTIONS

- Trainer has no dietary restrictions.

DIET PREFERENCES

- No carbonated drinks, including soda
- No tomato sauce. If ordering pizza, please consider ordering an alfredo sauce option, or a separate meal.

WARDROBE

Organized Adviser recommends that trainers dress casually but professionally, and in accordance with the climate. We do not impose a specific dress code.

If your workshop is themed or you will be providing apparel (such as a t-shirt or hoodie), etc. please let us know so the trainer can pack accordingly.

- Shirt size: XL
- Hoodie size: XL

TRAVEL

Organized Adviser prefers to manage travel for our trainers.

Please contact us if you are booking a flight, hotel, or transportation directly.

Organized Adviser requires that all travel be booked with the trainer to coordinate their schedule and availability. Workshop hosts should expect to cover the trainer's travel time, flight or mileage to and from the workshop, vehicle rental or ground transportation, meals or per diem, and trainer fees. However, we do allow trainers to extend the trip, of course at their own expense.

If you encounter any issues when planning your workshop, please do not hesitate to contact us at katie@organizedadviser.com.

TRAVEL TIME

Most overnight trips will include a travel charge, which is billed at half (50%) the trainer's standard rate, up to 8 hours. Most workshops require a half day of travel before and a half-day after the workshop.

SCHEDULING

If the event's start time is prior to 10:00 AM, plan to have the trainer arrive the day before.

If the event is scheduled to end after 5:00 PM, plan to have the trainer depart the morning after.

LOCAL TRAVEL

If the event is within 100 miles of the greater Houston area, the preferred method of transportation is personal vehicle. Mileage will be added to the invoice at the current standard government mileage rate.

AIR TRAVEL

If the event is outside of 100 miles of the greater Houston area, the preferred method of transportation is via air travel.

- Known Traveler Number: TT128KN9Z
- Airline Account Numbers
 - Southwest Airlines: 20857294323 (Preferred Airline)
 - American Airlines: L454HM4
 - United Airlines: LZL68956
- If the trip is longer than 2 nights, two (2) checked bags must be included.
- Travel to and from the airport via Lyft or Uber will be added to the invoice, unless otherwise arranged.

LODGING

- Hilton HHonors: 446859304 (Preferred Hotel)
- Marriott Bonvoy: 482070063
- World of Hyatt: 556562166G
- IHG: 249855504

VEHICLE RENTAL

All rental fees, full-coverage insurance, tolls, and parking expenses will be added to the invoice.

ADDITIONAL CONSIDERATIONS

These are not requests or requirements, but fun information you may find helpful.

- Katie collects pins from each city she visits.

ACKNOWLEDGEMENT

I have read and agree to the terms and conditions of this Speaker Rider.

NAME _____ TITLE _____

SIGNATURE _____ DATE _____