**General Information Sheet for**

**Janet Hegarty lecture**

Below is some important information about the day of the lecture that you might find helpful in your preparations.

You will find more helpful information about hosting a lecture on christianscience.com at this address:

<http://www.christianscience.com/member-resources/host-a-christian-science-lecture>

**Travel arrangements**

In the lecture packet you’ll find a copy of a form that states the fee for lecturing. I will give you the final form including the lecture expenses on the day of the lecture.

I will make my own travel arrangements but appreciate suggestions on hotels and nearby airports. Hotels with dining options within walking distance are preferred.

Please let me know if you have members who are willing to provide my transportation to and from the airport as well as to and from the lecture.

**Sound System and auditorium set-up**

Please supply a wireless lavaliere or lapel microphone. These can be rented and should be tested at the lecture location before the lecture date. New batteries should be installed in the microphone on the day of the lecture. Please have someone who is very familiar with the operation of the sound system available before and during the lecture. I will arrive one hour before the start of the lecture to meet the introducer and to check the levels of the sound system.

I will need a small table near where I will stand during the lecture to hold my books and a small water bottle.

If you would like, you could have background music playing before the lecture begins. If you have live music, please ask the musician to choose music that is cheerful.

A well lit, ventilated room or auditorium is the best.

**Literature**

Please let me know if you plan to have a literature table available and what items it will include. I will include an announcement about the table in my talk.