

J.A. Jance Venue Requirements

- A reserved parking spot near the venue for last minute arrivals.
- A meeting space that holds 150-200 people.
- A hand held mic.
- A fan at the lectern.
- A box of tissues.
- A bookseller with copies of *After the Fire*. If the distributors are out, they need to notify us immediately.
- A commitment to promote the event in advance, rather than putting up a poster two days in advance.
- Local newspaper announcements and interviews!
- Local radio and television where possible!
- Libraries should hand out notices for two weeks in advance with !
checked out books!
- Bookstores with smaller spaces should suggest local venues—retirement facilities, libraries, or civic organizations—for possible daytime events to be done in conjunction with the bookstore. When booking, I need regular contact information and also DAY OF EVENT cell phone contact numbers in case of transportation difficulties.
- Our usual arrival time is one half hour in advance. The room should be ready then so I can do an informal Q and A at the beginning while people are being seated. This allows me to warm up the audience in advance and set the tone for the presentation.
- I will supply my own pens.
- Water at the signing table is not necessary.