

1. ROOM SET-UP

- Please do not place the projector screen directly behind the Speaker. It may be placed slightly to one side; if there are more than 300 attendees, the room is very wide, or a riser/stage is used, two screens are recommended - one placed on either side of the Speaker. Images must be projected onto both screens to enable all attendees to see them.
- If there is a head table on the stage, please set it far enough back so the Speaker can present in front of the table. It is also a good idea to tell the people at the head table that the presentation will occur in front of them so they can move to a better seat in the audience at that time.
- If the room is set up theater-style or classroom-style, a Chevron arrangement is best.
- If classroom-style, pitchers of water and glasses must be placed on all attendee tables; if for a full-day seminar, pitchers must be refilled at the lunch break.
- If permission has been granted to offer educational tools and books after the presentation, a skirted table is needed (preferably at the front of the room, off to the side) for this purpose.
- During training seminars, a flip chart and colored markers are also requested.

2. MICROPHONE

- First choice: cordless headset microphone (I understand this may not be available or feasible)
- Second choice: cordless lavalier (lapel) microphone
- **If music will be performed, a cordless hand-held microphone (to allow my voice to be mixed with music from my laptop), as well as an audio feed from my laptop into the house sound system, are needed.**

3. TECHNICAL REHEARSAL

- A technical rehearsal is requested, either the night before the program or at least 1-2 hours prior to the arrival of attendees to the program, in order to allow for proper sound level adjustments and testing of all equipment.

4. LIGHTING

- For training seminars, the room must be well lit so attendees can take notes and the Speaker can be easily seen, except above the projector screen(s) (if applicable)

5. LCD

- An LCD projector and screen(s) are needed.
- Projector screen(s) should be as large as possible, placed on the front wall, but not directly behind the Speaker.

6. INTRODUCTION

- Please – no ad-libbing! A good introduction will engage the audience's attention and prepare them for a great meeting. A bad introduction can ruin a good meeting. We will provide an advance copy of the introduction, as well as a second copy on the day of the meeting.

7. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT SANDY GEROUX AT:

- 407-856-1188
- E-mail address: sandy@thewowplace.com

**THANK YOU IN ADVANCE FOR YOUR ATTENTION TO THESE CRITICAL DETAILS
DESIGNED TO MAKE YOUR MEETING A COMPLETE SUCCESS!**