

Audio Visual

Meeting the following requirements will help to insure a great presentation.

For my Full-Day Program:

- Wireless lavalier or headset microphone
- Video projector and screen

For Half-Day Programs

- Wireless lavalier or headset microphone

Room Setup

The following suggestions are important not just for the effectiveness of my presentation, but also for the overall success of the event:

For my Full-Day Program:

- Round or half-round tables are highly preferred. Short rectangular tables will work.
- 4 to 6 people at a table
- The distance from the first row of seats/tables to the area I will be speaking from should be no more than 10 feet.
- Lecterns should be removed or pushed to the side of the speaking area
- Small table on which to place a 3-ring binder notebook at the area I will be speaking from
- I will be moving throughout the room in the audience during the program. Please take this into consideration when you plan your event.

For Half-Day Programs

- The distance from the first row of seats/tables to the stage should be no more than 10 feet.
- The ideal stage/riser height for audiences of up to 200 people is 6"-12"; for audiences of more than 200 people, 12"-24" in height is appropriate.

If you have any questions, please call me at 918 284-4820