

## Audio/Visual Requirements and Hints to Get the Most out of Jeffrey's Program

We take our responsibility to you very seriously. These suggestions are important because experience tells us that each item below makes the event more comfortable and pleasing to your audience. It is our goal to earn the money you pay us so that you gain the best value you can from Jeffrey's presentations and/or workshops. You can help us do this by keeping in mind the following:

<p><b>All programs, regardless of size:</b>          Projector for laptop + screen (If there is only one screen, it is always best to place the screen on the left-hand side of the stage (from the audience's perspective), or above the speaker.</p> <p>Video and audio cable for laptop</p> <p><b>Under 75 people:</b>          1 Flipchart and colored markers</p> <p><b>75-250 people:</b>          1 flipchart and colored markers          1 wireless clip-on microphone          1 wireless handheld (for participants)          Riser at front of room (very helpful, but optional)</p> <p><b>Over 250 people:</b>          1 wireless clip-on microphone          1 wireless handheld (for participants)          Riser or stage at front of room</p>
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**Seating arrangement preferences:**

First choice: Classroom style with participants facing the speaker, and seated at tables

Second: Round tables, preferably so that no one has their back to the presentation area

Third: Theater style

<input checked="" type="checkbox"/>	<b>Presentation Checklist</b>
<input type="checkbox"/>	Please make sure that all attendees have a pen/pencil and a small piece of paper on which to write (NOTE: This is important even at a luncheon/dinner presentation)
<input type="checkbox"/>	Wherever possible, Jeffrey prefers attendees to wear name badges or have place cards at their tables. This is because he likes to interact with them when possible
<input type="checkbox"/>	Please avoid the use of balloons and high centerpieces when decorating tables and the platform. These tend to get in the way and make it hard to see the screen or the speaker
<input type="checkbox"/>	Jeffrey is an animated speaker with an active presentation style. Please do NOT put him behind a lectern or head table. If the head table is on a riser or stage, please have a riser placed to the right or left of the main stage with front steps so he can move freely about
<input type="checkbox"/>	Please ensure that Jeffrey has a WIRELESS CLIP ON MIC, and for groups of 75 or more, A SECOND, WIRELESS HAND-HELD MIKE for chatting with the audience

<input type="checkbox"/>	Please read Jeffrey's introduction as it is written. Presentations have been known to start off badly if the MC just "wings it"
<input type="checkbox"/>	Try to have the group in a fun mood before introducing your speaker. Upbeat music is great! Sad announcements or moments of silence for a recently departed friend are appropriate, but not just before introducing the speaker
<input type="checkbox"/>	To get more of a benefit out of Jeffrey or any other speaker, please keep in mind that an extended cocktail party is not a good idea before the speaker. This could easily make the program a waste of your money
<input type="checkbox"/>	Please ensure that there is a break immediately following his presentation. If he is the last speaker of the day, please make all "housekeeping" announcements before he begins so he can dismiss the audience
<input type="checkbox"/>	It is difficult to build intimacy and rapport if people are still eating, or if audience members are not very close to each other (or to the speaker). For any size audience, please have your people close to the speaker. Mention this to the hotel or conference center because it is important, but it is not customary. Tables are rarely set up close enough for Jeffrey's preference. He needs room to move around, but please try to seat people – even corral them - near the front of the room
<input type="checkbox"/>	If the audience seats are set up in a chevron fashion rather than straight rows, the audience will be much more comfortable. <u>Please have only as many chairs as you expect people</u> , with extra chairs stacked up at the back of the room. Consider taping off the seats in the back to guide participants to fill the seats in the front of the room. Otherwise, the front rows will be empty
<input type="checkbox"/>	Please make sure the entire room is well lit, but especially the stage area. (If another audio visual presentation is made before Jeffrey, many of the lights may be off. Please make sure they are turned back on)
<input type="checkbox"/>	If the room is rectangular, please have Jeffrey in the middle of the <i>long</i> side
<input type="checkbox"/>	For almost any daytime presentation, it is often a bad idea to place the speaker in front of large windows. This makes it very hard for the audience to see the speaker

Thank you very much for your attention to these details. Each one helps us to insure that you have a fabulous event. We will contact you about this list prior to the event.