

Nothing is more important to us than helping to make your event a resounding success. In order to make sure nothing "falls through the cracks" at Showtime, we've created the following pre-program checklist that will assist both of us greatly in presenting the best program possible for your group.

To help ensure that Howard's program hits your target and brings maximum benefit of your audience, please review the requests below and let us know if there are any challenges. Howard is flexible and will work with you to maximize the impact of your event.

## Room Setup:

- **For Keynotes:** Set the room up theatre or classroom style with two side aisles and one center aisle if possible with chevron seating. Position the first row about six feet from the stage.
- **For Workshops:** Set the room with half rounds of 4 to 6 persons per table. Screen and AV Cart. (see our room and av guide)
- [Down Load The Room And AV Guide](#)

## Platform/Riser:

- Howard is more visible on a raised platform (16 to 24 inches is fine). Being elevated makes it much easier for everyone to see and enjoy his presentation. Please have steps placed in the front, if possible.
- Howard does not speak from a lectern. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during Howard's presentation.

## Microphone:

Howard prefers to use a wireless lavalier microphone for groups larger than 50. He needs to move around freely so he can interact personally with your group. Howard can supply wireless microphones if necessary.

## Audio/Visual Aids

Depending on the presentation and program topic, Howard may require a LCD projector and screen.

## Head Table

If there is a head table on the stage, please have it set far enough back so Howard can work in front of the table. (Howard is full of energy, and needs room to move around and interact with the audience!) Please reserve seats in the audience for the people at the head table so they can enjoy the presentation as well.

## Recording of Presentation:

The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged. A separate recording agreement must be signed prior to the event. If recorded, Howard requests that you provide him a copy of his segment.

## Introduction

[Download Howard's introduction](#). Please use this to introduce Howard to your group.

## Hotel and Travel Arrangements

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization or to the master account. Howard will book his own travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip.

## Ground Transportation

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Howard, or let us know if you need him to take a cab or secure a rental car.

See our [Pre-Program Questionnaire](#)

## Payment of Fee

Per the agreement, 50% of the speaking fee is due to finalize any speaking engagement and the remaining balance of the fee is due on-site, immediately following Howard's presentation. An invoice, including travel expenses and any per diem, will be mailed prior to the engagement.

## Pre-Program Questionnaire/Information

[Download our Pre-Program Questionnaire](#)

Please send us any information such as industry magazines, company history, recent newsletters, or product brochures that will increase Howard's understanding of your business or organization, its products or services, people, and challenges. Complete the Pre-Program Questionnaire and return to us via email or snail mail as soon as possible. Also, if available, please send us a copy of the program that will be used for this event.

Once you've taken care of each of these items, you can rest assured that everything will run smoothly—Howard is a professional and YOU can relax with confidence that Howard will do the rest!