

Even the greatest speech can be rendered ineffective when the room set-up isn't optimal. To help ensure that Howard's program hits your target and brings maximum benefit of your audience, please review the A/V requests below and let us know if there are any challenges. Howard is flexible and will work with your A/V capabilities and your technicians to maximize the effectiveness of your platform. On request, Howard can supply sound system, wireless mics and projection equipment.

Equipment:

- Wireless lavalier microphone for groups over 50
- LCD projector (2000 lumens minimum) and 10' X 10' minimum or 12' X 12' Screen preferred
- Sound system with auxiliary input for iPod
- Howard will provide a "play list" for your technician to follow.

Staging:

- If possible, set the room up theatre or classroom style with two side aisles and a center aisle. Position the first row about five to six feet from the stage.
- Position stage to the middle of the front wall of the room with steps off the front.
- Stage size and height appropriate for room size.
- One chair on stage.
- A small, draped table on side of stage for water and miscellaneous items.

Room Environment:

A bright stage will help keep audience focus at the front of the room. Howard will utilize the entire stage area and will stay toward the front edge. If the room has any spotlights, please aim them for a general wash of the front of the stage. People are more alert in brightness. Dim the lighting on the screens but keep the house lights up full.

Temperature:

A cool room produces an alert audience; a warm room produces a drowsy audience. A cold room produces a distracted audience, and a hot room produces an irritated audience. The actual room temperature should be somewhere between 68-70 degrees Fahrenheit, 20-21 degrees Celsius.

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.

Even the best sales training can lose effectiveness when the room set-up isn't optimal. To help ensure that Howard's program hits your target and brings maximum benefit of your audience, please review the room and A/V requests below and let us know if there are any challenges. Howard is flexible and will work with your A/V capabilities and your technicians to maximize the effectiveness of your platform. On request, Howard will supply sound system, wireless mics and projection equipment.

Equipment:

- Wireless lavalier microphone for groups over 50
- LCD projector (2000 lumens minimum) and 10' X 10' or 12' X 12' Screen
- Sound system with auxiliary input for iPod
- Howard will provide a "play list" for your technician to follow.

Seating (See Attached Diagram):

- If possible, set the room up with quarter or half round tables of 4 to 6 people per table and no backs to the screen.
- Position the screen to the center of the front wall of the room.
- Stage size or riser height appropriate for room size where necessary.
- One chair at the front of room left of the screen.
- A small, draped table against front wall left of screen for water and miscellaneous items.

Room Environment:

A bright room will help keep the audience focused at the front of the room. Howard will utilize the entire room area so please leave room to manoeuvre between tables.

People are more alert in brightness. Dim the lighting on the screens but keep the house lights up full.

Temperature:

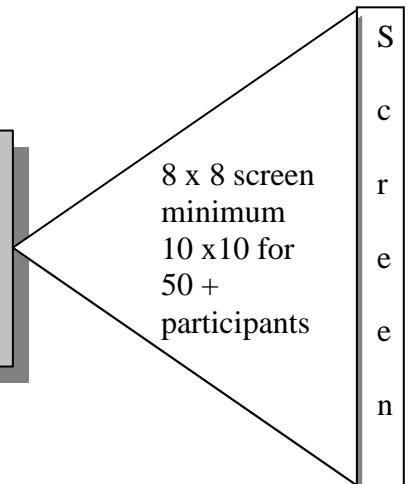
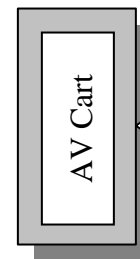
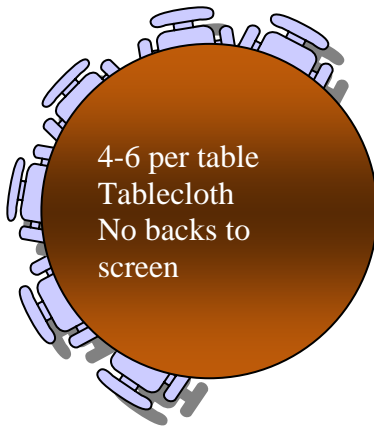
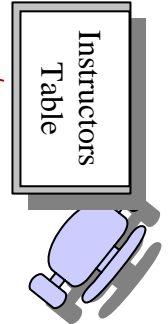
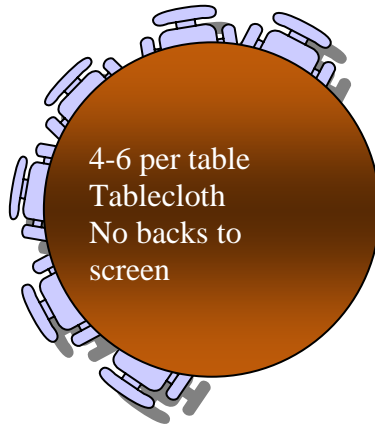
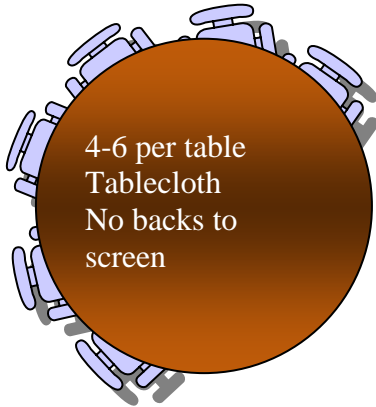
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Room Set Up - Workshop

4 – 6 foot skirted rectangular table for instructor materials and beverages. 1 chair. Water Jug – no ice please!



Small table for supplies and electric pencil sharpener somewhere on room perimeter. Must have power.

