

AUDIO/VISUAL SET-UP REQUIREMENTS

Summary

The following professional requirements are necessary to ensure a high-quality presentation.

<u>Equipment</u>

Wireless Lavaliere microphone + spare battery. Wireless Headset microphone. Handheld microphone + spare battery. If PowerPoint Presentation used - LCD projector + screen.

(Note: Hand-Held Clicker or an Assistant to advance Slides)

When videotaping, professional house lighting is highly recommended. Mr. Simmons prefers a wireless headset or Lavaliere for presentations.

Room Setup

Conference/Auditorium Style: Appropriate for short presentations or larger groups of 40 or more that do not require extensive note-taking.

(Note: Mr. Simmons enjoys engaging with the audience, so he will normally walk around)

Classroom/Banquet Style: Appropriate for groups of fewer than 40

Mr. Simmons is energetic, engaging, lively, and a charismatic facilitator and will not stay behind the podium. He is very interactive with the audience.

Please keep this in mind as you prepare your room setup and audio/visual logistics for your event. If you have any additional questions, please call us at (571) 406-2667. Thank you! We look forward to working and supporting your team for an AWESOME event!