



TRAVEL AND MOTIVATIONAL SESSION DETAIL

TRAVEL REQUIREMENTS

Greg will make his own travel arrangements (refer to Speakers Contract).

AUDIO/VISUAL REQUIREMENTS

For a Keynote

- Wireless clip-on microphone or quality hand-held microphone
- Spacious stage
- Theater-style seating
- Full house lights
- A/V preference

For Workshops

- Wireless clip-on microphone
- Overhead projector on 6 foot table
- Eight foot screen
- VCR and television monitor
- Classroom-style seating
- Table for participants
- Table for Greg's props

ROOM SET-UP

Greg has ideas for room set-up that will add to the quality of any meeting when applied. Positive, enthusiastic responses from the audience can be enhanced by using these room set-up principles. Keep in mind, Greg does not require any of the suggestions below. We are adding them here for whatever value they may be to you, the meeting planner. If you have questions, please contact us.

1. Use your own speaker sound system rather than the speakers in the room ceiling. You will get much higher quality sound.
2. Use speakers in the front, middle and rear of the audience.
3. If recording, put microphones in the audience to pick up audience response. (Refer to Audio / Video Taping below.)
4. Use additional light sources for presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.

5. Keep the front row as close to the stage as possibly comfortable – distance of six feet where possible.
6. Do not overset the room. If you are planning on 200 people, set the room for 200 (or fewer), not 250. It is better to have every seat taken than large, empty spots throughout the audience and an empty front row.
7. If the room is rectangular, set the stage area in the middle of the long wall – not on the short end. It is better to have an audience wide than deep.
8. Ask attendees to turn off phones and other electronics before the session begins.
9. Use a dark backdrop – the face of the presenter is accentuated against it.
10. Use music in your program.
11. Use image magnification where appropriate.

AUDIO / VIDEO TAPING

- Greg will receive the master copy.
- Fees may apply.
- Addendum to agreement required