

Pre-Program Checklist

Audio / Visual Requirements and Guidelines

Meeting the following audio visual requirements and guidelines will help to ensure a great presentation. Please have available the following equipment:

- Wireless lavalier microphone
- Overhead projector
- Large flip chart with large (oversized) markers
- Full house lights (if using magnification and / or videotaping, please use as much house light as possible).

Room Setup

The following suggestions are important not just for the effectiveness of Greg's presentation, but for the overall success of the event:

- The distance from the first row of table or seats for the participants should be no more than 20 feet and no less than 15 to the back wall or stage area where Greg will be standing.
- The ideal stage / riser height for audiences of up to 200 people is 6"-12". For audiences of more than 200 people, 12"-24" is recommended.
- Screens: There will need to be two ten foot projection screens facing the audience—one for slide projection via Gregory's LCD, and the other for projection from the overhead projector.

Gregory is a high-energy speaker who utilizes movement to connect with his audience. This means that he likes to move from left to right across the stage and occasionally out into the audience. If possible, please take this into consideration when considering stage set-up and audio logistics.