



A/V & SEATING REQUIREMENTS

A/V

1. MICROPHONE

- Scott requires a lapel microphone.

2. LIGHTS

- Full house lights and a full stage wash (no dark spots).

3. PREZI PRESENTATION

- Scott will bring a USB with the Prezi that includes videos - so sound is important.

SEATING/ STAGE PLANNING

4. ROOM SET-UP IS CRITICAL FOR THE SUCCESS OF SCOTT'S PRESENTATION:

- It really helps the success of the presentation if every seat is filled, especially the front rows! Scott would appreciate anything you can do to facilitate that.

5. FOR AFTER DINNER/ LUNCH PRESENTATIONS

- Please ensure that people are not eating.
- All table service needs to be stopped during the presentation.

6. STAGE

- High enough for everyone to see his face and body. Height depends on number of people; minimum 8' wide and 6' deep.
- Please remove all podiums or lecterns if possible from the stage.