



Facilities for Dan Poynter's Presentation

Date: _____ Location: _____ Contact: _____

In order to provide the audience with the best possible presentation, I have developed this Facilities Form. Please share this checklist with your AV and catering people.

Set up the room with the following:

A. Seating

- Classroom (with long narrow tables to write on)
- Theater (chairs only)

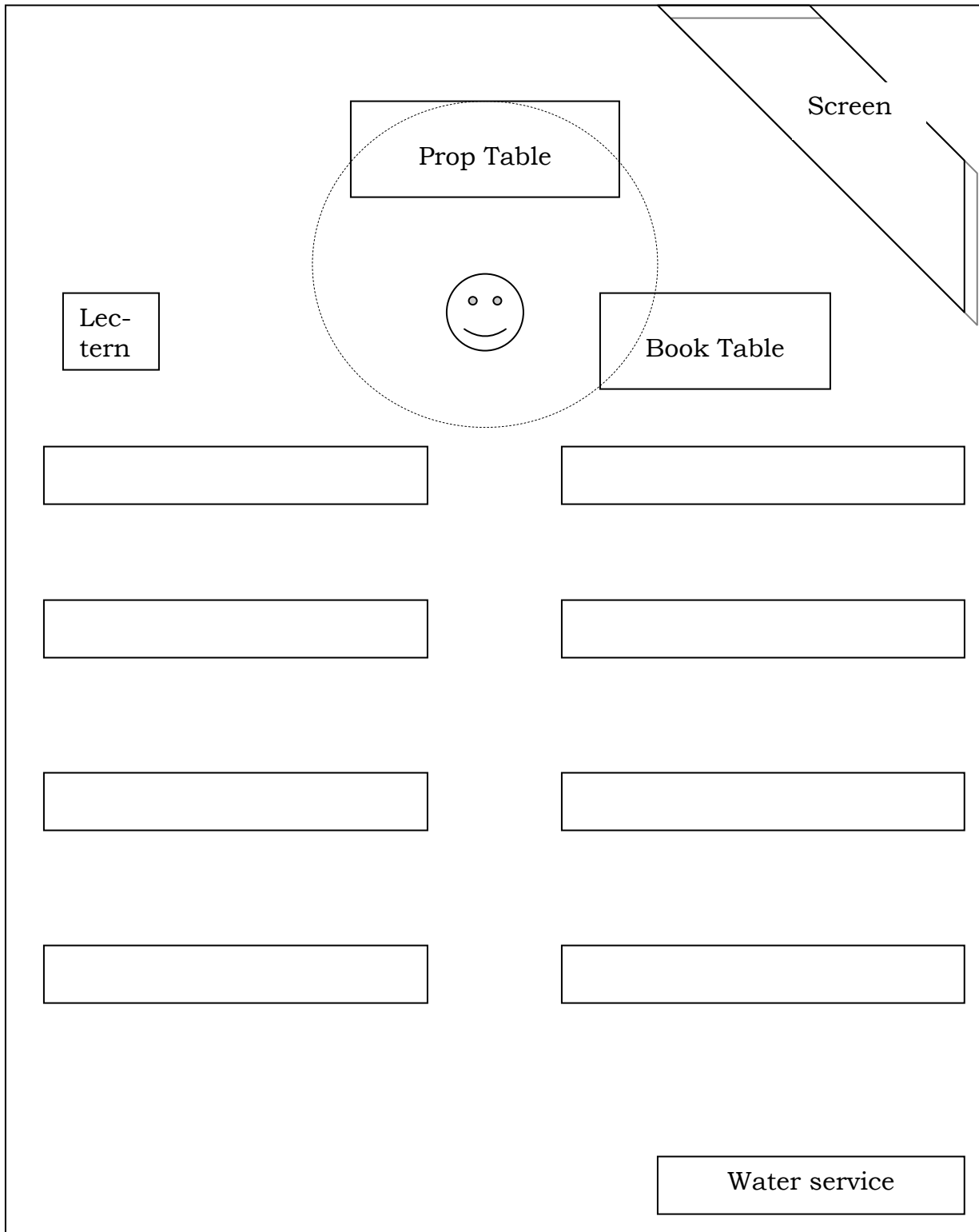
B. Room. Setup time is 90 minutes; breakdown time is 30 minutes.

- Riser/stage (recommended if there are more than 50 people attending).
- Table in front of room or on riser for props. 24" x 48", minimum
- Table in front of room for books. 24" x 48", minimum.
- Lectern (For introducer only)

C. Audio/Visual: A PA system is required for more than 30 people.

- Microphone with cord (for introducer) on lectern
- Microphone, cordless, lavalier. (Speaker will supply if notified).
- Floor microphones for audience. Two minimum.
- Flip chart and markers
- Backup computer. PC running Win-XP and PowerPoint, 2003 or later with USB port.
- LCD projector configured for a PC computer. (Speaker will supply if notified).
- Screen for projection. Sized for the number in audience. Locate diagonally (45 degrees) to speaker's left side, in front corner of room.
- AV cart, table or stand for notebook computer and LCD projector.
- Electrical power, cord with at least 2 outlets (powerstrip).
- Room lighting. Darken room. Concentrate light on speaker in front-center of the room. See dotted circle on drawing. Turn off lights in area of screen.

Our audience will appreciate a professional room set-up.



D. Recording: If you plan to record this session, notify us *in advance* to assure your equipment is compatible.

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