



## Room and Audio-Visual Suggestions

Even the greatest speech can be viewed as ineffective when the room set-up is not optimal. To help ensure that Bert's program meets your expectations and fulfills the ultimate benefit of your audience, please review the A/V requests below and let us know if there are any challenges. Bert is flexible and will work with your A/V capabilities and your technicians to maximize the effectiveness of your platform.

### Equipment:

- Wireless lavalier (tie clip) microphone
- CD player ( Please place AV control center and an AV technician in the back of the room. )

### Staging:

- If possible, set the room up theater or classroom style with two side isles and no center isle. Position the first row about five to six feet from the stage.
- The stage should be positioned in the middle of the front wall of the room with steps off the front.
- Stage size and height appropriate for room size
- One Bar Stool

A small, draped table on the stage, with a floral arrangement, to the side for water and miscellaneous items.

- A lectern with clock or timer
- An American Flag

### Room Environment:

A bright stage will help keep audience focus at the front of the room. Bert will utilize the entire stage area and will stay toward the front edge. If the room has any spotlights, please aim them for a general wash of the front of the stage.

People are more alert in brightness. Dim the lighting on the screens but keep the house lights up full.

**Temperature:** A cool room produces an alert audience, a warm room produces a drowsy audience. A cold room produces a distracted audience, and a hot room produces an irritated audience. The actual room temperature should be somewhere between 68-70 degrees Fahrenheit.

### Recording of presentation:

The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged (Bert must have a copy immediately following the event). A separate recording agreement must be signed prior to the event.