GREG SMITH'S
A/V REQUIREMENTS & ROOM ARRANGEMENTS

THANK YOU FOR ALLOWING GREG TO SPEAK TO YOUR ORGANIZATION!

Greg takes his responsibility as a speaker to you very seriously. In order to make this a successful meeting, please follow these requirements and guidelines. Please do not hesitate to call us with any questions.

770-860-9464

PRE-PROGRAM SURVEY

Please take a few minutes to complete the online survey so Greg can customize his presentation to your audience. You can find the survey located at:
http://www.chartcourse.com/preprogramsurvey

PHOTOS

You can download Greg's publicity photos from his website. Both .tiff and .jpg files are available.
http://www.chartcourse.com/gregsphotos/

INTRODUCTION

Please read Greg's introduction, or keep it as close as possible to the way it is written. You can download his intro on his website:
http://www.chartcourse.com/meetingplanners/

PHOTOS

Please take as many photographs as you wish. However, all we ask is for you to provide us copies of each photograph taken of the speaker and his audience for our records.

A/V & EQUIPMENT REQUIREMENTS

1. Greg prefers to use his own IBM laptop and remote control. Please provide a computer connecting cable from his laptop to the projection equipment.

2. Cordless lavaliere microphone and a cordless handheld microphone for back up. Have a set of fresh batteries for each microphone. No microphone needed for audiences of 30 or less people.

3. Audio/video taping is allowed only if approved in writing in advance.

4. Optional Items:

These items of equipment are usually needed for Greg's programs.

- LCD projector 2200 lumens or greater.
- Audio line to speakers from Greg's laptop (The output will be a 1/8" stereo mini-plug like on a Ipod.)
- Name tents for each participant (workshops & classes only)
- Flip chart with paper (workshops & classes only)
- Colored markers (workshops & classes only)

ROOM SET UP

The room arrangement is the most important part of a successful program.

1. Please do not put Greg behind a head table or podium. If the head table is on a riser or a stage, pull it back from the edge to allow space for him to move back and forth. Greg will occasionally leave the platform and walk into the audience.

2. If the presentation is not on a stage, provide a platform or riser that is 16'x 16' in width and 8"-24" high. The ideal stage/riser height for audiences of up to 200 people is 6"-12"; for audiences of more than 200 people, 12"-24" in height is appropriate. Not a requirement for small groups of 50 or less.

3. Provide a 4' skirted round or square table on stage to be used for notes and materials. Have bottled water on the table.

4. Provide one 6' skirted table in the back of the room for books and learning materials. It would be great if you could provide a volunteer to help handle any transactions.

5. Projector screen placement—If Greg is using PowerPoint, place the screen either to the left or right corner of the room. DO NOT have the screen in the center of the room. This way he won't have to stand in front of the projector.

6. Lighting—Try to have the room well lit and use stage lighting so the speaker is not in the shadows.

7. For larger groups -- if possible, please avoid a center isle. The best seats are directly in front of the speaker. The speaker is forced to run stage left, stage right, to address a "divided" audience. Use two smaller side aisles on either side.