Energy
D e s i g n

*"Everything you think, say, do
and feel matters because…
that's how you create the future."*

Room Setup and Audio-Visual Needs

For programs that are effective and successful, the room setup is critical for the audience and the speaker. To ensure that Pat's program meets your expectations and is of maximum benefit for your audience, please review the requests below and let us know if any changes need to be made.

Equipment:

- Wireless lavaliere (lapel clip) microphone is preferred

Laptop computer, projector and screen (for power point presentations)

Room and stage setup:

- If possible, set the room up theater or classroom style with two side aisles in a modified V and no center aisle. The center point or bottom of the V should point away from the stage so Pat can walk partway into the V seating. Position the first row about five to six feet from the stage.

- The stage area should be positioned in the middle of the front wall of the room (opposite the entrance to the room) with steps off the front (if stage is elevated from the audience floor).

- A lectern with clock or timer.

A glass of water or a pitcher of water with a glass.

Room Environment:

Please arrange to keep the stage well lit to help keep the audience's focus at the front of the room. Pat utilizes the entire stage area and will stay toward the front edge. If the room has any spotlights, please aim them for general wash lighting across the front of the stage.

Dim the lighting on the screen area only but keep the house lights up full as the audience will remain more focused in brightness.

Temperature: To maintain an alert audience, keep the room cool but not cold. A warm room produces a drowsy audience, a cold room, a distracted audience, and a hot room, an irritated audience.

Recording of Presentation:

The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged. A separate recording agreement must be signed prior to the event.