

Steven L. Blue

# ROOM SET-UP AND A/V

Steve is a high-energy speaker who engages with his audience through movement across the stage/presentation area and often out into the audience. The following suggestions are important for the effectiveness of Steve's presentation, the comfort of your audience, and the overall success of the event.



## ROOM SET-UP

- The distance from the stage or speaking area to the first row of tables or chairs should not exceed 10'.
- Round tables of 6 or 8 people are often more comfortable for your audience.
- Encourage audience members to fill from the front of the room to the back to avoid awkward gaps between the speaker and audience.
- Leave space between tables or rows of seats for Steve to walk through.
- If your event is being catered, please ensure serving is complete or cleared before Steve is introduced for presentation.

## AUDIO/VISUAL

- A wireless lavalier microphone for Steve. He will move throughout the room, so a fixed microphone at a podium is unacceptable.
- A podium or small table at the front of the presentation area for Steve's notes, etc.
- A flipchart and/or whiteboard with markers may be useful.
- PC with video projection and screen for Powerpoint presentation, along with a wireless presenter "clicker" to advance slides. Note: Powerpoint presentation will be shared with Client Contact Person in advance for set-up and testing.