

### **AV/Room Set-Up Requirements for Training/Workshops**

- **MICROPHONE:** For groups over 30 please provide a wireless lavalier microphone. If one cannot be obtained, a wireless handheld is an alternative. No cord, please.
- **SOUND:** John will need to tie into the house sound system. Please ensure that there is a working speaker system.
- **ROOM SET-UP:** Preferred set up would be rounds (tables of six per table). Classroom seating is also acceptable. Minimum of two flip charts on easels at the front of the room.
- **LCD PROJECTOR & SCREEN:** Please provide an LCD projector and a large screen.
- **PODIUM:** No podium required.
- **LAPTOP:** John will bring his own laptop or provide the program on a memory stick.
- **LIGHTS:** House lights should be up as full as possible.
- **WATER:** Please provide a couple bottles of water.
- **PRODUCT SALES:** A six-foot draped table set up in the back of the room for books and CD programs which will be made available for purchase.

### **AV/Room Set-Up Requirements for Keynotes/Breakout Sessions**

- **MICROPHONE:** For groups over 30 please provide a wireless lavalier microphone. If one cannot be obtained, a wireless handheld is an alternative. No cord, please.
- **SOUND:** John will need to tie into the house sound system. Please ensure that there is a working speaker system.
- **ROOM SET-UP:** Preferred set up would be Classroom seating.
- **LCD PROJECTOR & SCREEN:** Please provide an LCD projector and a large screen.
- **PODIUM:** Required,
- **LAPTOP:** John will bring his own laptop or provide the program on a memory stick.
- **LIGHTS:** House lights should be up as full as possible.
- **WATER:** Please provide a couple bottles of water.
- **PRODUCT SALES:** A six-foot draped table set up in the back of the room for books and CD programs which will be made available for purchase.

**To book John, contact SPEAK!**  
2229 Mariposa Ave, Boulder, CO 80302  
Phone 720-304-3710 © Fax 720-223-2222  
[www.franchisespeakers.com](http://www.franchisespeakers.com)