

Todd Woods: AV & Room Set-Up Requirements

By following these guidelines you can guarantee Todd will deliver a high impact experience. Please ignore those that do not apply. If some of these requirements cannot be met, please contact Todd as soon as possible to help find a work-around. Todd would like to do a mic check the evening before, or early morning of the event if possible.

1. Staging:

- If a podium is being used for introductions, set it to one side of the stage, or back a few feet (1 meter) from the front of the stage so that Todd can walk in front of it.
- Todd can easily work from the floor (audience level), but prefers to use a stage or riser.

2. Audio-Visual Materials:

- Wireless lavalier (TIE CLIP) microphone and podium microphone for introductions.
- LCD Projector
- For programs longer than 60 minutes, please provide a flipchart with three colors of markers.
- Audio- Ability to play music before, during and after presentation. The better the sound system, the better. Most conference centers have what is sufficient if you let them know we will be playing “pump up” music.

3. Lighting:

- Bring stage and house lights all the way up!** People remember more, respond more, and laugh more in bright conditions. Todd needs to see their faces.
- Todd moves around during his speech and mingles with the audience. If the room has any spotlights, aim them for a general wash of the very front center 15 feet of the stage.

4. A Table at the Back of the Room:

- Please provide a table in the back of the room as Todd gives away additional handouts (no charge) to all attendees, while he offers his books and other learning materials (if approved by you).
- A volunteer to aid in handing out the post program handouts is greatly appreciated, but not mandatory.*