

Andy Core A/V Requirements

By following these guidelines you can guarantee Andy will deliver a high impact experience. Please ignore those that do not apply. If some of these requirements cannot be met, please contact Andy as soon as possible to help you find a work-around. Andy would like to do a mic check the evening before 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 Andy can walk in front of it.
- Andy 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.
- For breakout programs please provide a flip chart with three colors of markers.

3. Seating:

- Bring the front row of seating within 3 feet of the stage if possible. This really pumps up the energy!
- Use two smaller side aisles on either side of center versus a center aisle. The best seats in the house-directly in front of the speaker - are often wasted in a large empty aisle. The speaker is forced to run stage left, stage right, to address a "divided" audience.



- Curve or angle your seating. Curved seating exceeds straight row capacity by 26%.
- Stagger the chairs. Eliminates twisting, bobbing and craning to see around the head in front of them.
- **Rope off or mark as "Reserved" the back few rows of chairs until ten minutes into the presentation.

Have a door host direct participants to take the seats up front. If everyone does show up, it looks good that they're having to bring in extra chairs.

4. Lighting:

- Bring stage and house lights all the way up! People remember more, respond more, and laugh more in bright conditions. Andy needs to see their faces.
- Andy 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.

5. A Table at the Back of the Room:

- Please provide a table in the back of the room as Andy 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.