

Brian Biro A/V Requirements

1. **Room Setup**

- Set the room in rounds with 8 seats each. If possible, set the tables with approximately 3-4 more feet than normal of space between each of them. The board breaking circles will be between the tables. We will need one board-holder at each table (minus one as Brian will hold boards for one of the tables). (see #4 Board Holders below)
- We need a six-foot table placed at the rear of the stage area for my various seminar goodies
- Please have full room lighting, like daytime!
- & Please NO PODIUM

** Note: This is a VERY lively and vibrant event. We WILL make noise so the hotel/facility should expect our exuberance!

2. **Audio-Video**

- During board breaking the song *Danger Zone* by Kenny Loggins (from Top Gun) will play continuously. Please have your AV team upload that song. I will go over the start and end cues with them on site.
- I will use Power Point and will send the slide deck in advance to you to load onto the master. I will bring a thumb drive backup just in case.

3. **Participant Materials**

- Nametags for each participant
- Pens or pencils for each participant (regular "Bic" type ballpoints are best)

4. **Board Holders:**

We will need one board holder for every 8 participants. So, for 120 participants we will need 14 board holders. (I will hold boards for one of the tables, so the total number of holders will actually be 15!)

Holders should be reasonably physically fit and at least of medium height. I will train the holders an hour before the start of the event or at another time that works for you. The board-holding training will take about 20 minutes.

HAVE PARTICIPANTS DRESS CASUALLY OR BUSINESS CASUAL!