



## **José Luis Romero's Room & AV Set Up**

- \* This checklist will help José Luis to ensure the best possible presentation for your group.
- \* Please review it and let him know if there are any challenges.
- \* He is flexible and will work with you to maximize the effectiveness of your event.

### **ROOM SET UP:**

#### Long Wall:

- \* If the room is rectangular, set the stage area in the middle of the long wall.

#### Shape:

- \* Theater-style seating (curve the rows of chairs).
- \* Do not set the chairs one directly behind one another – stagger the rows slightly.
- \* For sessions over ninety minutes, tables are requested in classroom type seating.

#### Platform/Riser:

- \* If there are over 50 participants José Luis needs a stage.
- \* If possible, place steps at the center of the stage leading down into the audience.

#### Cocktail Round:

- \* José Luis needs a cocktail round on the stage for his laptop and notes – he can use the podium if it's large enough.

#### Flipcharts:

- \* Two large identical flipcharts in excellent condition, positioned at the sides of the stage area, with at least 6 sheets of paper, and each one with two markers: black and blue.

#### Podium:

- \* José Luis doesn't speak from behind a podium – but you can leave the podium on stage for other speakers, off to one side.

#### Head Table:

- \* If the head table is on the stage, please have it set far enough back or on the side.
- \* Please reserve seats in the audience for the people at the head table.

#### Water:

- \* Please have a pitcher of water with no ice and a glass available.

#### First Row:

- \* Keep the front row as close to the stage as possible — six feet away is ideal.

#### Energy:

- \* It is better for a presentation room to be a bit “too small” than much “too big.”
- \* Set 10% fewer chairs than you think you will require for your audience – once the seats full up, bring additional chairs into the back of the room for late arrivals.
- \* If necessary, please have a few people available to help move the crowds closer to the front of the room as they come in.

#### Lighting:

- \* Full house lights.
- \* Stage should be the brightest area of the room – if the room has spotlights, aim them toward the very front of the stage.
- \* If possible, use a dark backdrop – the face of the presenter is accentuated against it.



## AUDIO / VISUAL:

### Video:

- \* A high intensity LCD projector and large screen appropriate for room size.
- \* Use image magnification where appropriate.

### Audio:

- \* For groups over 30, a lapel microphone with a new battery (Wireless Lavalier Microphone).
- \* Provide a wireless hand-held microphone to be used as a back up.
- \* If the presentation is longer than half-day, please provide extra batteries.
- \* Use your own speaker sound system, rather than the speakers in the room ceiling. You will get a much higher quality sound – if necessary, use speakers in the front, middle, and rear of the audience.
- \* Note: If the door at the back of the room closes loudly, please have a doorstop.

### Recording of Presentation:

- \* Audio and/or video recording is encouraged for internal and non-commercial purposes – if recorded, all José Luis requests is that you let him know ahead of time, and that you provide him with a master copy of his segment.
- \* If photos are to be taken, never take them during the first fifteen minutes of the presentation – it will be too much of a distraction for your audience and speaker.

### Waitstaff:

- \* José Luis does not present while the audience is eating.
- \* If the program is after a meal, instruct the catering manager to ask the entire waitstaff to leave before the program starts.

## INTRODUCTION:

- \* Please try to have your group in a fun mood before introducing José Luis – sad announcements or moments of silence are appropriate, but not just before introducing a speaker.
- \* José Luis provides a written introduction that is designed to set the stage properly – download it at: <http://www.Skills2Lead.com/corporate-leadership-training.html>
- \* Please select someone to introduce José Luis who is a strong speaker, respected, and will provide positive energy during the introduction.

