

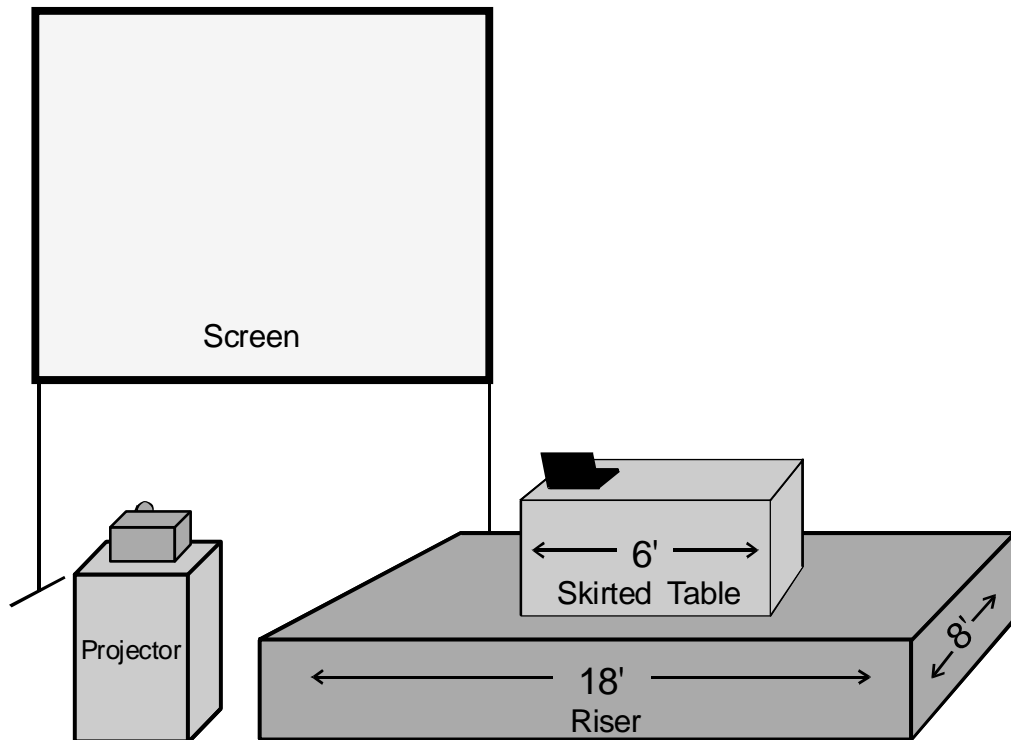
TECHNICAL ARRANGEMENTS

for

Randall Munson's presentations

Our objective is to help you make your event a resounding success!

Experience has demonstrated to us that the physical environment and technical arrangements will significantly affect the quality of the program. While we realize not every facility will be perfect, meeting these needs will help us provide the best possible program for you.



- Staging: Stage or riser centered at the front of the room (8' x 18' preferred. 8' x 12' minimum.)
No speaker podium or head table on the stage
Skirted table (6' minimum) on the stage. Black color skirting preferred
Power strip under the table
- Projection: Data projector. On a stand or a rear-screen projector.
Cable from VGA-out on Randall's laptop computer on the table to your data projector
Projector screen to the side, near the stage
- Sound: Wireless clip-on lavalier microphone
Cable from audio-out (headphone jack) on Randall's laptop computer on the table to your PA
- Lighting: Stage must be well lit so audience can clearly see Randall anywhere on stage
No lights or mirrors on the wall behind Randall
House lights should be bright so audience is well lit
Keep lights off of the screen to avoid washing out images. This may require removing bulbs or masking lights shining on the screen.

IMAG (image magnification): If you are using a video camera to project a large-screen image of Randall, please contact us to discuss the details of your setup.

Glasses of water (no ice) for Randall

Pencil or pen for each participant

No "piped in" music during the presentation

No service personnel clearing tables or serving during the presentation