

## Presentation Needs (Staff Training)

We need a few things for the presentations:

- a) rectangular table
- b) 5 empty plastic water bottles and 5 plastic cups (can be from the recycling bin) for props
- c) a few bottles of water for the presenter to drink as he/she speaks
- d) a broom stick without the broom
- e) a mop and the bucket to dry spills and someone designated to go around and dry spills unless there's carpet in the room( only for 10 min half into the session)
- f) a few thick black markers w/ the paper flip chart and easel and 2 other color thick marker
  - a. if your audience is over 1000 people..have a magical board where people can see over a projected screen what's written on the board
  - b. It's also recommended for audiences over 2000 people to have a camera follow the presenter projecting the presenter over 2 screens (left and right screen)
- g) have the room set up in a semicircle..... rooms to avoid if possible (see below)
  - a. avoid rooms where chair are bolted to the floor...like auditorium (if your audience is not over 120 people)
  - b. avoid rooms that has tables in it (round, square, etc) It's best only chairs
  - c. avoid rooms that are too large for your audience....like big gyms (unless your audience is over 120 people)
  - d. avoid cafeteria or public lounges that are open and people can just walk in/out or by as the presenter is speaking..
  - e. avoid rooms that are right next to a construction site or have no air condition in summer or no heat on the winter
  - f. make sure housekeeping (vacuum cleaning, etc) is not done by the room while presentation is taking place
- h) Ideal microphone is a wireless lapel mic....2nd best is a handheld wireless mic
- i) Have a PA system and someone that knows how to operate it...it's recommended that the person who knows how to operate the PA is there throughout the session or
- j) instruct someone who will be in throughout the session.
- k) Our presenter will be in the room one hour before the session to make sure your event will be a success..to do sound check, set for the session, etc...if you can have someone there that will be great
- l) We allow videotaping of our session...for a fee.... (Please contact our office and inquire about this)

Please know all of the above are suggestions based on our past experiences. If some of these suggestions cannot be accommodated, our presenter will be flexible and will work with what you have. just send us an email or contact us to make us aware of your specifics.