



STAGE - The **stage** must be a minimum of 8x16 feet, and larger is better. It should be at least 1 foot tall. Please also have a chair or small table on which a briefcase can sit.

SEATING - The “**No Seating Zone**” insures that all guests will be able to see and enjoy the presentation.

AUDIO - Client needs to **provide a PA system with a wireless lapel microphone and a SEPARATE microphone for the introduction.**

DECORATIONS - Pipe & drape background and stage-side decorations are not crucial, **but add an element of professionalism** and elegance, especially if the wall behind the stage is unsightly. The drape/curtains should be medium-tone or black.

LIGHTING - It is likely that additional lighting on the stage will be necessary. A flood light at each corner of the stage (or spotlights from the back of the room) is the minimum.

(If the event is to take place in an auditorium, the house lighting and sound system will most certainly be adequate. A medium-toned background curtain is best, or black will do.)

Please be sure that the following people get a copy of this page:

A/V coordinator
 Conference organizer
 Venue Manager

questions? contact Dan Trommater
 dan@trommater.com
 (647) 345-6986

These guidelines are provided to ensure the maximum enjoyment by your guests. Please don't get the idea that Dan is a prima-donna; he can work under almost any condition. His experience has simply taught him that if these guidelines are followed, the guests can focus on the show and the client will reap the most from their entertainment investment.