



STAGE - The **stage** must be a minimum of 8x16 feet, and wider 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. It is **essential** that no tables or chairs are set in this grey area.

AUDIO - Client needs to **provide a PA system with a wireless lapel microphone and a CD Player**, as well as a person to start and stop the cd according to a cue sheet. A separate mic will be necessary for the person introducing Dan.

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. Large table centerpieces make it difficult for the audience to see.

LIGHTING - The stage should be lit by at least 2 lights, one from each corner of the stage, or from above.

WAITSTAFF AND BAR - **Waiters should not walk around during the presentation**, as it is very distracting for your guests. Also, 15 minutes before the show starts an announcement should be made that **the bar will be closed during the show**.

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

AV 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.