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TakeRisks.com

*Inspiring
Performance
Improvement*

ROOM ARRANGEMENTS AND AUDIO VISUAL REQUIREMENTS

OVERVIEW

- Video projector
- Rear projection preferable
- Large screen positioned to the side of the platform
- Room lights up, but dimmed near screen
- Clear platform (for larger audiences and rooms)
- Wireless lavalier microphone
- Small table on floor off of platform for laptop
- Audio connection to laptop

ROOM ARRANGEMENTS

- Set-Up:** **Classroom or theater is recommended.** Round tables are least desirable because they disperse the audience.
- Configuration:** **Rear projection**, if possible, will result in brighter and richer projected images and require fewer room lighting adjustments.
- Platform:** **A platform is recommended once the audience exceeds 100.** Sometimes **the sight lines** of the room and room set-up make it beneficial to have a platform even with smaller audiences. When a platform is used, a **clear platform** without a podium, tables or chairs is preferred. If a podium is required for other speakers, please place it to the side of the platform or off the platform and on the floor, if that is possible.
- Lighting:** **The room and stage need to be fully lit but without light washing onto the screen.** This commonly requires **disabling a few lights above the screen.**

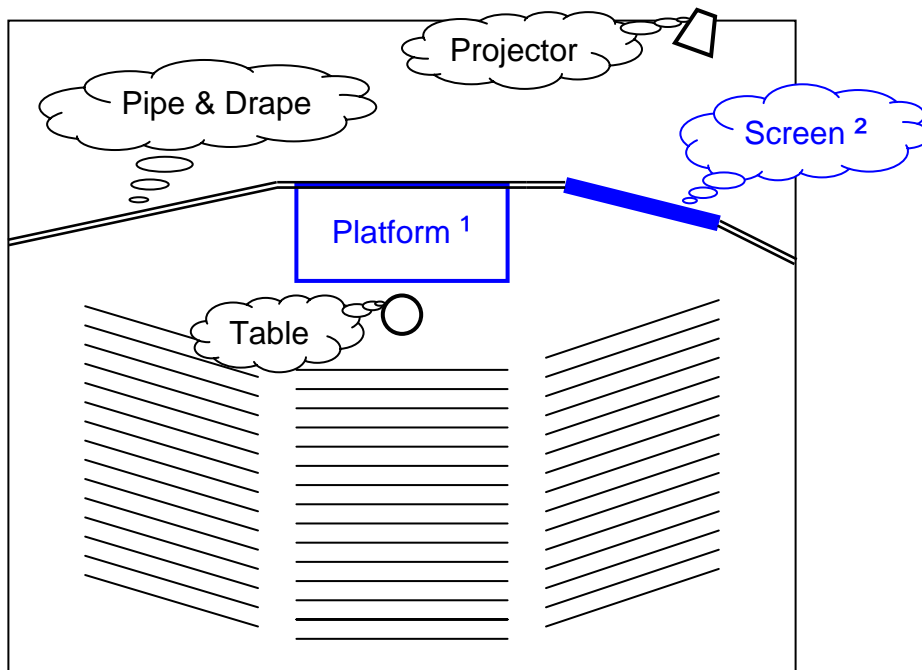
AUDIO VISUAL REQUIREMENTS

- Projection Screen:** **Please position the screen to the side of the platform**, if at all possible. Doing so helps position the presentation graphics appropriately as secondary in the minds of the audience members.

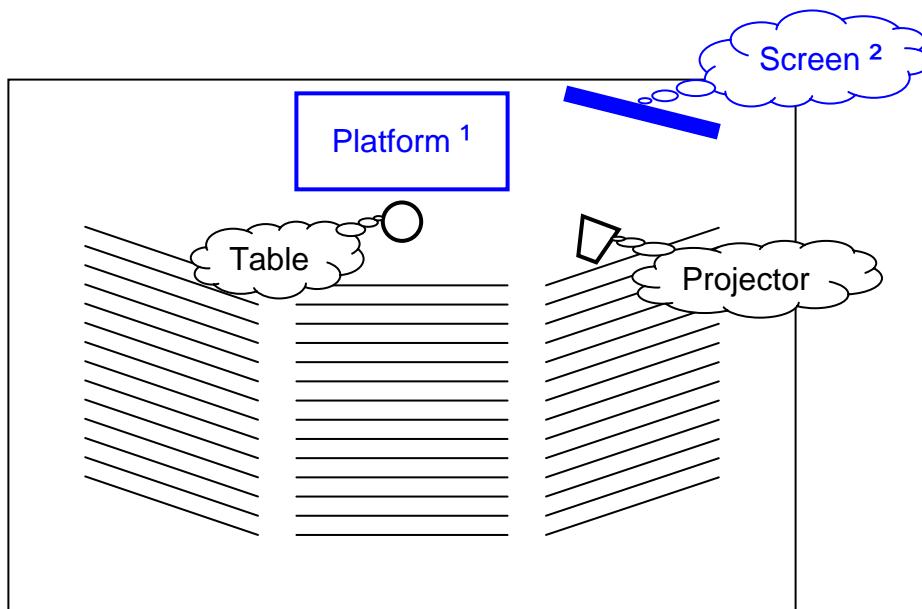
Screen Size Guidelines:	<u>Distance from the Screen to the Furthest Seat</u>	<u>Minimum Screen Width</u>
	50 feet or less	8 feet
	60 feet	10 feet
	70 feet	12 feet
	85 feet	14 feet
	100 feet or more	let's talk

- LCD Projector:** Please provide a **LCD projector** capable of receiving input from a laptop computer. Projectors producing less than 1,000 lumens of light rarely provide a satisfactory image.
- Computer Table:** Please provide a **skirted table on the floor** near the front of the platform (a 36" draped round works well). This is where Jim's laptop will be positioned. The **monitor cable, audio cable** and a **power supply** for the laptop will need to serve this table.
- Microphones:** Please provide one **wireless lavalier microphone** for Jim and a **separate microphone for the introducer.**
- Audio Output:** Please arrange to connect both the **computer and the VCR into the house sound system.**
- Advance Access to Facility:** Jim will need **access to the presentation room at least one hour prior to the presentation** for set-up and lighting adjustments. If the schedule is such that this is not possible immediately before his presentation, he will arrive as early as necessary to handle these matters.

RECOMMENDED ROOM CONFIGURATION



REAR PROJECTION SET-UP – RECOMMENDED



FRONT PROJECTION SET-UP

¹ Platform may not be necessary for an audience of fewer than 100.

² Screen can be on either side of the platform.