

## JOEL GARFINKLE AUDIO-VISUAL NEEDS AND ROOM ARRANGEMENTS

In order to ensure that Joel's program brings the most value to your audience, it's vital that you provide a quality room set-up. In order to gain the most enthusiastic response from the audience, please set-up the requirements below. If you have any questions or need to make any changes to the room arrangements, please contact Joel Garfinkle at (510) 339-3201.

### MICROPHONE

- Wireless lavalier (tie clip) microphone with fresh batteries. (A back-up microphone is also recommended.)
- Second microphone (handheld or stationary) for the introducer and for audience questions/comments. It works best if there is no need to "hand off" the lavalier microphone from the introducer to the speaker.

### STAGING

- **Theatre style:** Theatre style works best with groups of 100 or more attendees for presentations that are 60-120 minutes in duration. Classroom style works best with small groups of 20-100 participants and/or for programs that are over 2 hours in duration.
- **Front row:** Keep the front row as close to the stage as is possibly comfortable – no more than six feet away where possible (The closer the audience is to the stage and each other, the better they respond). Fill the front row with your most energetic enthusiastic people. This will increase the energy in the room.
- **No lectern:** Joel moves freely around the room and doesn't need a lectern. He prefers an open stage. If someone else uses a lectern, please place it to a corner of the stage (preferably, the front or back corner, to audience left).
- **Small table:** A small table pushed to the side and to the back of the stage with space for an 8.5 x 11-inch notebook.
- **Water:** 1 bottle of water (no ice)

### ROOM ENVIRONMENT

- **Lighting:** A well-lit room encourages your attendees to interact with Joel. For this reason, please keep the house lights up full.
- **Room Preference:** The size of the room should be equal to the size of your group. The closer the attendees sit together, the more synergy and interaction you create between them. Large rooms with a small number of attendees tend to create a flat atmosphere.

### RECORDING OF PRESENTATION

- The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged. A separate recording agreement must be signed prior to the event.

### NO POWERPOINT OR VIDEO

- Joel does not use PowerPoint or video, so a screen and projector are not needed for his presentations. He will usually use a simple handout, which he will often email to his clients prior to his program so they can print it and hand it out.