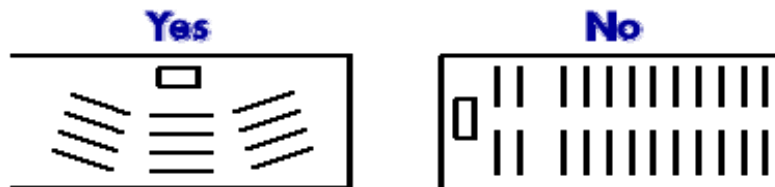


Room Set-Up Guidelines for a Better Presentation

- It is preferable to have the room set up **Classroom Style** with tables and chairs for attendees so they can take notes during the session in their notebooks or seminar handout notes. **PLEASE NOTE:** If the room Jon will be presenting in has a stage, please call our office at (303) 774-6522 to discuss set-up.
- Herringbone (or Chevron) Style – with chairs on a 45 degree angle to the stage
 - If the room is rectangular, please have Jon in the middle of the long side.
 - Place tables and chairs so attendees have a clear visual to Jon and projection screen.



- Tables should have a 3'-4' aisle between the rows so Jon can walk throughout the audience comfortably during his session.
- Have a small table (ideally 30" X 30") approximately 3-4' high, for Jon's LCD projector and laptop computer. Table should be placed about 10' directly in front of the projection screen. Be sure to have power strip, extension cord, and duct tape on table for Jon's use in setting up.
- A wireless, lavalier microphone should be provided for Jon if he is speaking to a group of 50 or more attendees. It is always better to have one available, and let Jon decide whether he will need it prior to the session.
- Place drawing pad on an easel with markers to the side of the projection screen.
- Room lighting is very important. Room lights should be up all the way.
- Unscrew bulbs directly over the projection screen so the screen is in the dark.
- Water and pens should be available for seminar attendees for seminars lasting 2 hours or longer.
- A comfortable room temperature. Please have someone available who knows how to adjust the room temperature in the room in case it needs to be adjusted.
- Choose a noise-free environment and visually acceptable room (no sounds coming through the wall from another meeting or the kitchen, and no pillars in the room).