

Preparing for Ken Whiting's **WAVES for Success** Multimedia Presentation

Ken takes his commitment to your group seriously. He understands that you have invested a great deal of time and money into your event, and would like to offer a few suggestions to ensure you receive the maximum return possible on your investment. Poor planning can sabotage even the best speech.

Room preparations

Classroom style is ideal with the audience facing forward. If classroom style is not available, theater style (without table) is also acceptable.

Stage

An elevated stage is preferred, proportionate to the room size. The stage should be free of all tables, chairs and podiums.

Audio Visual Requirements

Unless otherwise arranged, Ken will integrate a multimedia presentation (PowerPoint) into his presentation and requires the following to ensure success:

Screen

A screen needs to be placed in the front corner of the room. The screen needs to be large and tall enough so it can be clearly seen by all. Direct light should be taken into consideration to ensure that the screen is not affected by it.

Projector

A video/data projector will be needed to hook up to Ken's Apple laptop running OS10. Minimum resolution requirement needs to be 1024X768 VGA. Projector should be aimed at the screen with additional outlets available if needed.

Sound

Ken prefers a wireless lavalier microphone with a back-up hand held microphone available. Sound should be wired so Ken and his laptop can be heard by the entire audience.

Lights

The rooms should be fully lit to ensure a high energy atmosphere. Again, ensure that there is no direct light shining on the screen. No spot light is needed.

Handouts

Handouts will be provided at a cost of \$2.00 per handout. Please provide us with an approximate headcount so we can ensure everyone in the audience receives one. Please see contract for further details.

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