

# Shift Happens!®

## Room and Audio-Visual Suggestions

To ensure that Jim's program exceeds your expectations and fulfills the ultimate benefit of your audience, please review the A/V requests below and tell us if there are any challenges.

Even the greatest speech can be perceived as ineffective when the room set-up is not set-up for Jim's presentation style.

Jim is flexible and will work with your A/V capabilities and your technicians to maximize the effectiveness of your platform.

## Equipment:

- Wireless lavalier (tie clip) microphone
- Small draped table at the center of the floor, in front of the stage to hold a 15" laptop
- Electrical for the laptop (outlet near podium or extension cord)
- Projection screen (or screens depending on the size of the room & audience)
- LCD Projector (please note: Shift Happens can provide a projector for an additional usage fee)
- Jim brings his own laptop, back-up drive, and some connectors with him. Please contact us if you need any further information at 312-527-9111.

## Staging:

- If possible, set the room up theater or classroom style with two side aisles and no center aisle. Position the first row about five to six feet from the stage.
- The stage should be positioned in the middle of the front wall of the room with steps off the front.
- Ensure that stage size and height are appropriate for room size.
- One bar stool.
- A small, draped table on the stage, with a floral arrangement, to the side for water and miscellaneous items.
- A lectern with clock or timer.
- An American flag.

## Room Environment:

- A bright stage will help keep audience focus at the front of the room. Jim is very animated when he speaks. He will utilize the entire stage area and will stay toward the front edge. If the room has any spotlights, please aim them for a general wash of the front of the stage.
- People are more alert in brightness.
- Dim the lighting on the screens but keep the house lights up.
- **Temperature:** A cool room produces an alert audience, a warm room produces a drowsy audience. A cold room produces a distracted audience, and a hot room produces an irritated audience. The actual room temperature should be somewhere between 68-70 degrees Fahrenheit.

## 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. Please contact us for this agreement.