

## ROOM SETUP AND A/V INFORMATION

The following guidelines are being provided to make sure Jerome's program comes off at the "masterpiece" level for your organization- and so your audience members get the most out of the experience. If you are unable to meet these criteria, please let us know.

### KEYNOTE CHECKLIST

Classroom style (tables and chairs) is ideal; if not possible, theatre style (no tables) can work. A herringbone pattern is ideal, especially if theatre style. If using round tables, please set in crescent style (leave the two places on the stage side of the table without chairs so no one's back is to the speaker).

Please use risers (stage).

Please provide an LCD projector, table for the projector (Jerome will use a remote) and screen. Please provide extension cords if needed. Jerome will bring his own laptop.

Please place the screen to one side (opposite side as the lectern), at a slight angle, so that as Jerome moves across the stage, the light will not shine on him.

Please provide a wireless lavalier (preferably an omnidirectional one if possible) microphone.

Please have a podium or lectern on the stage (on the opposite side of the screen).

Please have a small (draped) round table in front for Jerome's props, materials and laptop.

Please have a pitcher of water (no ice) and a glass (no water bottles) for Jerome.

If there is a head table, please provide seating for those at the head table to move to in order to view the speaker from the room.

Please have the house lights partially dimmed so that attendees can view the photos on the slides and yet still see the speaker's face easily.

If there are considerably more chairs in the room than there are audience members, please rope (or tape) off the back rows, so that people are sitting together and in the front part of the room, enhancing group synergy and attention.

Please set room temperature NO HIGHER than 73 degrees.

## **WORKSHOP/RETREAT CHECKLIST**

The table style varies depending on the workshop; please discuss with Jerome before making the room arrangements.

Please be sure there is ample room in the aisles for certain activities where participants will not be seated. Please be sure there is a center aisle if tables are NOT in the round.

Please use risers if there are more than 50 participants.

If the workshop requires (check with Jerome), please provide an LCD projector, table for the projector (Jerome will use his own remote) and screen.

Please provide extension cords if needed. Jerome will bring his own laptop. If a screen is needed, place the screen to one side, at a slight angle, so that as Jerome moves across the stage, the light will not shine on him.

Please have a podium or lectern (on the opposite side of the screen).

Please provide a wireless lavalier (preferably an omnidirectional one if possible) microphone.

Please have a small (draped) round table in front for Jerome's props, materials and laptop.

Please have a pitcher of water (no ice) and a glass (no water bottles) for Jerome.

If there is a head table, please provide seating for those at the head table to move to in order to view the speaker from the room. Please check with Jerome for lighting requirements for your particular workshop.

If there are considerably more chairs in the room than there are audience members, please rope (or tape) off the back rows, so that people are sitting together and in the front part of the room, enhancing group synergy and attention.