

Patty Hendrickson A/V Setup Requests

Keynote Set-up:

- A handheld, wireless microphone is preferred (headset is second choice)
- A laptop, screen and LCD projector is preferred to show short videos (if possible)
- Small table up front to hold notes and supplies
- NO lectern or podium on the stage (if possible)
- A laptop, screen and LCD projector is preferred
- A stage or riser is preferred if more than 70 attendees
- Table in the back of room for books and resources

Workshop Set-up:

- A handheld, wireless microphone is preferred if more than 50 people
- Small table up front to hold notes and supplies
- NO lectern or podium on stage (if possible)
- Table in back of room for books and resources
- Round table seating for audience members (eight per table is preferred)

Leadership Training Set-up:

- A handheld, wireless microphone is preferred if more than 50 people
- Small table up front to hold notes and supplies
- NO lectern or podium on stage (if possible)
- Table in back of room for books and resources
- Round table seating for audience members (eight per table is preferred)

Suggestions to help create a great learning environment:

- Set the room wide if possible, if the meeting room is rectangular.
- Use upbeat music as attendees enter the room.
- Tape off the back rows (or mark some tables "Reserved") so attendees fill the front rows and tables first.
- Remind audience members to use appropriate etiquette with cell phones & other devices before program begins.
- Have water available for audience members.
- Thank the audience members for attending the event.
- Encourage organization leaders to be visibly welcoming people to the venue.