

# **Steve Thornton**

## ***AMERICA'S BREAKTHROUGH COACH!***

AV Request (pg 1) and Room Setup (pg 2)

Proper room arrangement and audio-visuals for a presentation or workshop is critical to the success of the program. To ensure a smooth presentation and allow maximum benefit to your group, please carefully examine the AV and room set up requests below and contact us if you anticipate any challenges.

Steve is flexible and will work with you and your technicians to make certain nothing keeps your audience members from receiving the full impact of the presentation.

### **Equipment**

- Depending on the size of the room and the number of people in the audience, a wireless lavalier (tie clip) microphone or a wireless headset microphone may be required (be sure to have an extra set of batteries available for the microphone)
- If the size of the room and the number of people in the audience require a wireless microphone, Steve will need an additional handheld wireless microphone to pass to audience members. Audience participation helps engage the audience and adds tremendous value to the other participants.
- A power point projector with a wireless controller is needed in many programs. This will be discussed on a case-by-case basis. (Steve will provide his own laptop to hook into the power point projector.)

### **When Using a Stage**

- When possible, set the room up theater or classroom style with two side isles and no center isle
- The first row should be around 5 to 6 feet from the stage
- The stage should be positioned in the middle of the front wall of the room with steps off to the side or the front
- The size and height of the stage should be appropriate for the size of your room. It should be large enough to easily contain all of the items below with plenty of room left over for Steve.
- On the stage:
  - Two Bar Stools
  - A small, draped table on the stage. (4' x 4')

## **Room Environment**

Keep the stage a little bit brighter than the rest of the room to keep the audience's attention focused and alert. However, when using spotlights be sure to aim them so they illuminate the stage but do not blind the Steve or wash out any video on the screens.

## **Temperature**

Other than sound and sight, temperature is the single most critical item that can ruin an otherwise perfectly great presentation. The temperature should remain on the cool side. This increases an audience's level of alertness, while a warm room will put your audience to sleep (this is especially true after a meal). A cold room will distract your members, and a hot room will create an irritated audience (which no one wants). The actual room temperature should be kept somewhere between 67-70 degrees Fahrenheit.

## **Recording of Presentation**

The material Steve presents is protected by copyright. Audio and/or video recording is permitted and encouraged with a separate recording agreement that is signed prior to the event.