

Room Setup Checklist

- **Microphone** - Cordless lavalier microphone is Mike's first choice. He moves about the room a great deal and this makes it much easier for him to be effective in interacting with the participants.
- **Visual Aids** - Overhead for transparencies and screen (*See Room Configuration For Keynotes and Workshops section*).
- **Lectern** - Although Mike doesn't stand behind the lectern, he does use it to store materials and props. The best placement would be to the speaker's right as he is facing the audience.
- **Handouts** - You are provided with a master copy of the handout. Please have a copy available for each audience member as they enter or put in the conference binder.
- **Hotel** - Please make a guaranteed late arrival, non-smoking hotel reservation at the meeting site billed directly to your organization.
- **Ground Transportation** - Please advise as to the suggested method of ground transportation (i.e. hotel shuttle, taxi, rental car, etc.)
- **Audio or video recording** - This is not included in the speaking agreement either in part or whole for the client for private or other distribution. A separate fee can be quoted for such recording and distribution upon request. (*If recording, put microphones in the audience to pick up audience response*).
- **Introduction** - Mike's introductions are customized by topic and audience.
- **Travel Arrangements** - Hourigan & Associates is responsible for travel arrangements, (non-refundable coach airfare from Charlotte, NC). Client will be billed for airfare and other miscellaneous expenses (i.e. meals, ground transportation and tips).
- **Room Configuration for Keynotes and Workshops** - Mike prefers to work where there is a center aisle so he can mingle with many audience members. Additionally, he would like a 6 foot draped table perpendicular to the audience to accommodate an overhead for transparencies – screen will also be necessary. If working on a stage, he will need stairs at the front so he can reach the audience easily.
- **Head Table** - If the head table is on the stage, please have it back far enough so Mike can walk around in front of the table and interact with the audience. Please have the people at the table move to reserved seats in the audience so they can also enjoy the presentation.

- **Electronic Distractions** - Ask attendees to turn off pagers, phones, and other possible alarms before beginning the program.

- **Additional Tips** - Mike has provided these tips to help make your meeting an even bigger success. Please note Mike does not require any of these additional features.
 - Try to keep the front row as close as comfortably possible to the stage- no more than 6 feet away is ideal.
 - If the room is rectangular set the stage area in the middle of the long wall-not the short end. It is better to have an audience wide than deep.
 - Try not to overset the room. If you are planning on 300 people, set the room for 300 (or fewer), not 350. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
 - Try to have greeters seat people in the front rows first. This prevents late arrivals from distracting other audience members.