

A/V Preference

Keynote Presentation

1. Wireless clip-on microphone
2. CD Player and cassette tape player
3. Plenty of stage room
4. Theater style seating — Full house lights
5. VCR, projector and large size screen (for multimedia presentations only)

Workshop Session

1. Wireless clip-on microphone
2. CD Player and cassette tape player
3. VCR and television monitor
4. Flip chart with a full pad of paper and magic markers
5. Chairs aligned in a semi-circle (U-shape formation)
6. Table for participants

Marlon and other motivational speakers have discovered various ideas for room set up that will add to the quality of any presentation when applied. By implementing these room setup principles, positive and enthusiastic responses from the audience will be enhanced. We are sharing these insights with you to help ensure a successful program.

Room Set Up Recommendations

1. Use your own speaker sound system, rather than the speakers in the room ceiling. You will get much higher quality sound.
2. Use speakers in the front, middle and rear of the audience.
3. If recording, put microphones in the audience to pick up audience response. (Refer to Audio and Video Taping fees below)
4. Use additional light sources for presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
5. Keep the front row as close to the stage as is possibly comfortable — six feet away when possible.
6. Do provide more chairs than participants. For example, if you are inviting 200 people, set the room for 200 (or fewer), not 250. It is better to have every chair occupied than to have vacant seats.
7. If the room is rectangular, set the stage area in the middle of the long wall — not on the short end. It is better to have an audience wide than deep.
8. Ask attendees to turn off pagers, phones and other possible alarms before beginning.
9. Use a dark backdrop — the face of the presenter is accentuated against it.
10. Use music in your program.
11. Use image magnification where appropriate.
12. When video taping use Beta-SP format rather than SVHS.

Audio or Video Taping

Success By Choice receives the master.

Video taping fee: 25% of speaking fee.

Audio taping fee: 25% of speaking fee.

Addendum to agreement required.