**A/V requirements**

* Internet connection is requested for presentation
* Lectern and 2 lavaliere microphones, LCD projector and, if possible
* Speaker would prefer to use his own laptop, and will also bring flash drive of the presentation if using his computer is not an option
* The Sound and Visual Check must be made prior to the event.
* If Audio Visual does not work at Sound and Visual Check, I would ask that someone from your organization must announce that the performance will not have visual and why. This announcement must be made during the introduction of speaker.
* An Audio Visual Technician may be required to be on site during the presentation, based on the event. If required, please provide the following:
	+ AV Tech name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if needed)
	+ Mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room set up**

Please know that I take my responsibility to you and your audience very seriously. It is my goal to truly earn the money you pay me so that you feel that you have gained value from my keynotes and workshops. You can help me to do this by keeping in mind the following:

My Seating Preference:

First: Classroom

Second: Rounds

Third: Theater

* Please make sure that all attendees have a pen/pencil and a small piece of paper on which to write (NOTE: Even at a luncheon/dinner presentation, please make sure this is done)
* Wherever possible, Bob would prefer attendees to wear name badges or have place cards at their tables.
* Avoid the use of balloons in decorating tables and platform. If you would like some creative ideas for inexpensive, very effective centerpieces that we have seen from other clients, please give us a call.
* Bob Pacanovsky loves to move around and is an animated speaker (and that's an understatement!) with a high-energy presentation. Please do not put him behind a lectern or head table. If the head table is on a riser or stage, please have a riser placed to the right or left of the main stage with **front** steps.
* Please ensure that Bob has a wireless, clip-on microphone OR a “countryman” microphone – as we said above, he moves around a lot!
* Please read Bob's introduction exactly as it is written
* Try to have the group in a fun mood before introducing your speaker. Sad announcements or moments of silence for a recently departed friend are appropriate, but not just before introducing the speaker.
* To get more of a benefit out of Bob or any other speaker: Please keep in mind that an extended cocktail party is not a good start for your people or any speaker. This could make your program a waste of your money.
* Please ensure that there is a break immediately following Bob’s presentation. If he is the last speaker of the day, please make all "housekeeping" announcements before he begins.
* It is difficult to build intimacy and rapport if people are still eating, or if the audience is not very close to each other (or to the speaker). For any size audience, have your people close to the speaker. Please mention this to the hotel. This is not customary. Tables are rarely set up close enough for Bob’s preference. Try to seat people near the front of the room. Also, if the audience chairs are chevron rather than straight rows, facing the stage will be more comfortable. Please have only as many chairs as you expect people, with extra chairs stacked up at the back of the room. Otherwise, the front rows will be empty.
* Please make sure the entire room is well lit, but especially the stage area. (Because of audio visual presentations before Bob's presentation, many of the lights may be off. Please make sure they are turned back on)