

ROOM & AUDIO/VISUAL SETUP GUIDELINES AND HELPFUL HINTS

*Working Together To Make
Your Meeting a Success!*



www.RichardFlint.com

1-800-368-8255

Meeting Room Setup Guidelines and Helpful Hints

As you know, the room setup is very important to the success of your meeting. Please read these suggestions and follow them as closely as possible. This is your meeting and your success!

Guidelines:

Room diagrams are provided for maximum impact for the audience size.

Richard likes the audience as close to him as possible. The distance between the projection table and the first row should be the depth of one row.

Please keep enough distance between rows so that people moving in and out of the rows can do so without interrupting those seated.

The screen **MUST BE LARGE ENOUGH** to be seen from the back of the room.

Richard requests the lights to be as bright as possible. The lights directly over the screen need to be monitored so they do not wash out the screen.

Room temperature needs to be as close to 68° F as possible.

Meeting room will remain non-smoking.

Helpful Hints:

Richard has found that music is a great “attitude adjuster” to set the mood for the program. It should be playing when the audience arrives, during breaks and at the end of the program.

Give Richard a “heads up” by sending him a copy of your program and any other information about your company or organization in advance. The more he knows about you, the better your program will be.

Please complete the Pre-Seminar Questionnaire and fax, or mail, it to us as soon as possible.

Remember that Richard is an “out-of-the-box” speaker! You and your participants will be inspired and excited about your future. You have made the right choice!

Questions? Call 1-800-368-8255

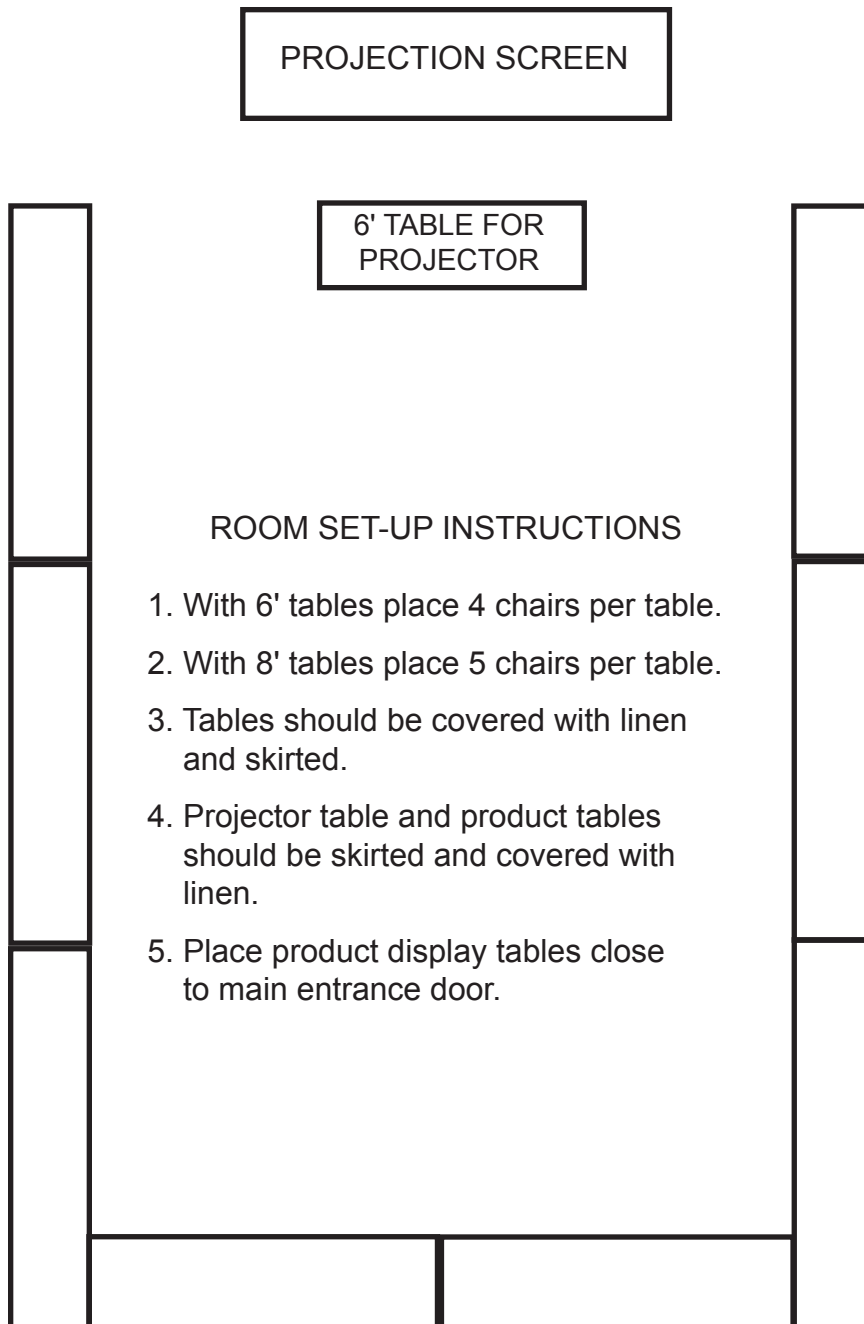
Audio Visual Equipment Requirements



- Please provide one LCD projector.
- Please provide a 6' skirted table at the front of the room for the projector and speaker's computer.
- One powerstrip to accommodate LCD Projector and computer. Powerstrip cord must be long enough to reach from the table to the wall outlet without causing walking hazard.
- Projection screen large enough to be seen from the back of the room.
- Hand held wireless microphone if seating is over 50.** No microphone needed for groups under 50.
- Two 6' tables covered and skirted in the back of the room near the main entrance.

**Please be sure the
Audio Visual Department
reviews our audio visual needs.**

Room Setup For 1-50 People



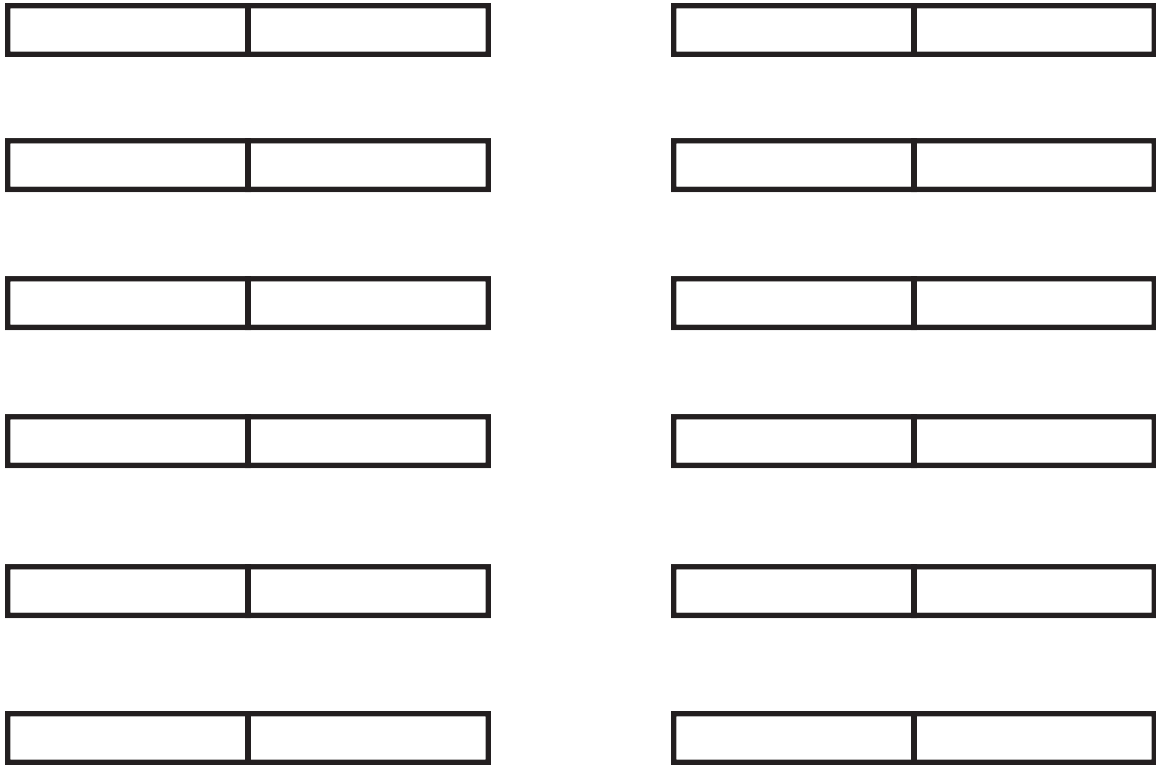
Two 6' Tables for product display
(Please place adjacent to main entrance door.)



Room Setup For 50-300 People

PROJECTION SCREEN

6' TABLE FOR PROJECTOR



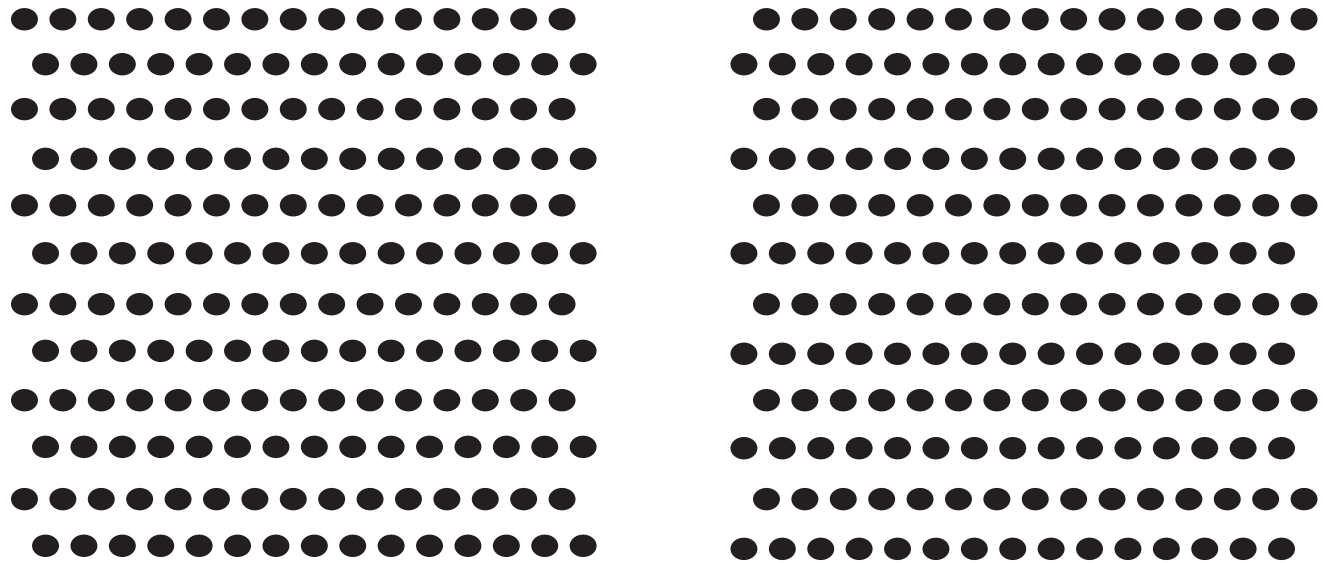
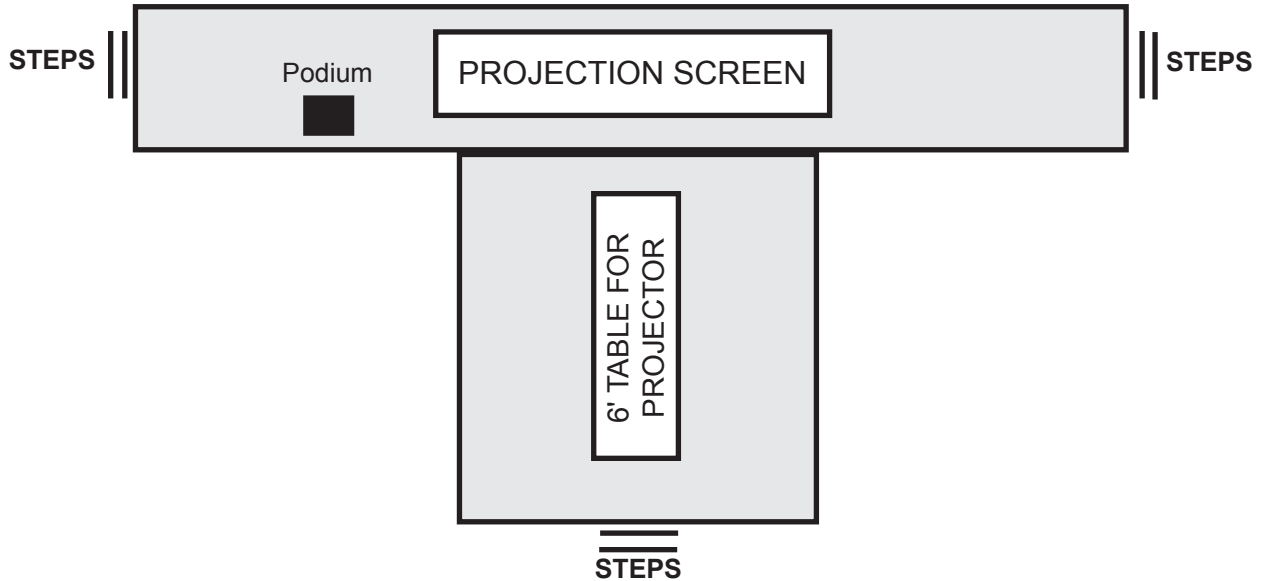
ROOM SET-UP INSTRUCTIONS

1. With 6' tables place 3 chairs per table. With 8' tables place 4 chairs per table.
2. Please keep enough distance between rows so that people moving in and out of the rows can do so without interrupting those seated.
3. All tables including projector and product tables should be skirted and covered with linen.
4. Place product display tables close to main entrance door.

Two 6' Tables for product display



Room Setup For Over 300 People



ROOM SET-UP INSTRUCTIONS

1. Chairs must be set in a staggered format in order to give audience clear visibility of Richard.
2. Please keep enough distance between rows so that people moving in and out of the rows can do so without interrupting those seated.
3. Projection table and product tables should be skirted and covered with linen.
4. Product tables should be positioned as close to the main entrance as possible.

Two 6' Tables for product display

