



Requirements

Equipment - Audio/Visual

Wireless Microphone (lavalier) with fresh batteries

(Please have a handheld available for backup)

Computer for Power Point/slides

Freestanding Screen

(fixed is okay, but not preferred)

Scheduled sound and equipment check

NO Lectern should be on stage

Room Set-Up

As Dale's presentation is somewhat interactive, please provide enough light for the audience to be able to read and write. Proper lighting is important to establish and maintain energy and a positive mood.

Please plan ahead. It is important that there are enough chairs for everyone attending the presentation, but too many empty chairs lessens the energy and mood of the room.

Since Dale is seated it is important that the audience can see him, so it is preferred that a platform of at least 3 (three) feet be provided that is large enough that Dale can move around easily. A ramp up to the riser is necessary as well.

A small table for notes and water is needed.

Two bottles of water

Other

In the event that handouts are needed Dale will send a customized program in advance. The programs should either be placed on each seat or given to each attendee as they enter.

In the event that accommodations are required:

Please book Dale at a hotel in a Wheelchair Accessible Room.

Please provide a wheelchair friendly car if the booking is outside of IL.

Thank you for your consideration and preplanning to ensure that yours is a successful event!