

Preferred Set Up

1. One 6' X 30" Draped table
2. Large White Screen
3. OPTIONAL: Standing lectern with stationary microphone (for introducer/emcee)
4. Stage riser 12"-18" tall for audiences larger than 250; 24" height for audiences over 500; 36" for audiences over 1,500. (No riser needed for audiences of less than 250)
5. Stair or step at front center of riser

Audio/Visual & Lighting

- Wireless, clip-on microphone (not required for groups under 40)
- Full house lights during presentation with no spotlights
- Please have an ELMO Visual Presenter



This visual presenter is used in conjunction with the projector shown below with front or rear projection format.

Preferred Seating Arrangements

<u>AUDIENCE SIZE:</u>	<u>PREFERRED SET UP:</u>
Less than 30	"U" shaped table
30-500	Classroom or theatre style in "Herringbone" Format with center aisle (unless meal function)
500 or more	Theatre style seating (unless meal unction). Please make chair count conservative and have provision for the front of the room being full. (Putting "Reserved" sign on back tables/rows until needed works great.)