

Keith Harrell's Room and A-V Set-Up

A/V Preference (Keynote)

1. Shure Wireless system with E6 headset.
2. CD Player
3. Plenty of Stage Room
4. Theater style seating -- **Full house lights**

A/V Preference (Workshop)

1. Shure Wireless system with E6 headset.
2. Overhead Projector on six foot table
3. Eight foot screen
4. Cassette tape player
5. VCR and television monitor
6. Classroom style seating
7. Table for participants

Keith has discovered some ideas for room set-up that will add to the quality of any meeting when applied. Positive, enthusiastic responses from the audience can be enhanced by employing the room setup principles below. If you have any questions, please feel free to contact Keith or SpeakersOffice at (760) 603-8110.

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.
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 – no more than six feet away where possible. Fill the front row with your most energetic enthusiastic people. This will increase the energy in the room and give everyone else permission to participate, interact, and have fun!
6. Do not overseat the room. If you are planning on 200 people, set the room for 200 (or fewer), not 250. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
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 BetaSP format rather than SVHS.

Audio or Video Taping

We encourage clients to record Keith's presentation, but a separate agreement and additional fee may be required. Please call our office for details.

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