Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room set-up and A/V requests enhance Howard’s program for the ultimate benefit and enjoyment of the audience. Please discuss any changes in the Room and A-V Setup below with us beforehand. **We are flexible.** Our only concern is to do the best program that we can do for your group. We do not want to cause you additional work, but sometimes **just a little extra effort can mean a great deal to the outcome.** An ineffective room setup can sabotage the best speech.

1. **Audio Visual Materials:**

   a. Wireless lapel microphone

   b. **Howard will send his slides in advance to be loaded on the presentation laptop** -- his presentation will be on PowerPoint **2000.** You will need to provide a **screen (see screen placement below),** a computer projection system (such as an In-Focus, etc.).

      - **For front screen projection,** place screen front corner of room.
      - **For rear screen projection,** the screen placement is at your discretion.

2. **Staging:**

   - **Small table on stage for props (if applicable for your program).**
   
   - **If you're using a stage,** please try to position the first row of seats within three feet of the stage, if possible.

3. **Recording:**

Recording is not permitted without advanced written authorization from the speaker. **If you plan to video or audio record any portion of Howard’s program, please contact our office to request a Recording Agreement.** Depending on the intended usage, an additional licensing fee may apply.