

# HOWARD PUTNAM'S ROOM AND A-V SET-UP

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.

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