

# BOB BROWN | *Manager Workshops* AV & Room Requirements

- 1) Free standing sound system (not ceiling speakers)
- 2) 1 wireless hand-held mike
- 3) 1 flip chart in front of room and (one flip chart for each table )
- 4) 1 CD player
- 5) 1- 8 foot table at front of room
- 6) 1 stool at front of room
- 7) 1 chair at front of room
- 8) Rooms set with rounds seated crescent style
- 9) 1 large punch bowl for tickets for prizes
- 10) Three prizes (make one of them exciting! cash, clothes, CDs, etc)
- 11) Room cooled down to 68 one hour before session begins
- 12) Sound check one hour prior to session
- 13) Workbooks and pens on tables
- 14) Sign in sheet
- 15) “Hello My Name Is” nametags filled out