

BOB BROWN | *Seminar AV & Room Requirements*

- 1) Free standing sound system (not ceiling speakers-very important)
- 2) 1 wireless hand-held mike with extra batteries
- 3) 1 flip chart in front of room
- 4) 1 CD player
- 5) 1- 8 foot table at front of room
- 6) Ice and 2 water glasses on table
- 7) 1 stool at front of room
- 8) 1 chair at front of room
- 9) Rooms set with rounds seated crescent style (classroom or theater as appropriate)
- 10) 1 large punch bowl for tickets for prizes
- 11) Three prizes for participation provided by client
- 12) Room cooled down to 68 one hour before session begins
- 13) Sound check night before or minimum 2 hours prior to session
- 14) Workbooks and pens on tables