



STAGING RECOMMENDATIONS FOR A SUCCESSFUL EVENT

SOUND

Sound is extremely important to an effective performance. The *ideal* sound system will consist of two hand held wireless microphones and two compatible microphone stands (*lectern type stands are not usable*).

The *minimum* sound system would be a single microphone, with a minimum cord length of twenty feet, and a compatible microphone stand (*not a lectern stand*). *Please contact me in advance of the performance if only the minimum sound system will be provided.*

If the speaker system will be set in front of the stage, audio monitors for the stage are highly desirable.

In addition to the sound system, a volunteer to “float” with a microphone out in the audience is requested. This person will carry one of the wireless microphones to the individual(s) that I will be working with to insure the entire audience hears what is being said. An individual with a helpful personality is suggested.

STAGE

A performing area located in an area that will allow good visual contact with all members of the audience. A riser/platform approximately 12 feet across with 8 feet depth as a minimum is highly recommended for groups in excess of 70 people. The platform should be situated approximately eight feet from the front audience row to allow for easy audience member access. Excessive space between the performing platform and the audience is *not* desired. Stairs should be provided in front of the riser/platform. When available stairs should also be installed on the sides. The preferred location for the platform/riser is along the long side of the room, rather than at an end. If a dance floor is in front of the performing area, please consider placing chairs on that area (they can be removed later for dancing) so that the audience can be up close. This will make rapport building easier with the audience and help create a better show for everyone’s benefit. If available, a solid, dark color backdrop is suggested. *Lectern* or other equipment used by speakers preceding my performance should be removed from the performing area prior to the introduction. One small table (card table size) and a chair or stool should be available.

LIGHTING

No special lighting is required but please insure that all room lights are on before the performance starts to provide maximum visibility for all audience members. If stage lighting is available please make use of it to create a general stage wash.

MISCELLANEOUS

- " All clearing of tables by wait staff should be completed before or after the show.
- " Consider rearranging or removing any table decorations that may impede clear viewing of the performance (helium balloon decorations etc.)
- " Please consider curtailing beverage service during the performance to minimize the possibility of audience distractions.
- " I would like to meet before the show the microphone volunteer and the individual who will be making the introduction so we can coordinate our actions.
- " I would like a room diagram forwarded to me a minimum 10 days prior to the event.

I would be pleased to speak directly with the site manager to clarify any of these recommendations.