

Room Setup & Specifications for larger programs presented by Mike Domitrz.

Guidelines:

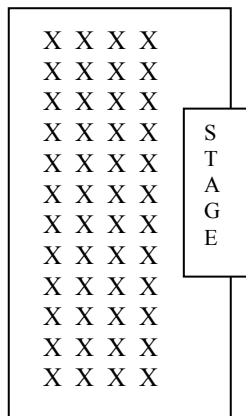
1. Select the room based on the expected attendance. If you expect 100 people, please host the program in a room that only fits 100-125 people. If you expect 1500 people, please host the event in a room that fits 1400-1500 people. If you must utilize a larger space than needed for the number of people you have attending, please rope off any excess seating.
2. **A very well lit theatre or auditorium is typically the best venue.** *Please do everything possible to avoid using settings like gymnasiums. If a gymnasium is the only possible choice, Mike will make the setting work.* If the event is not being held in a well lit theater or auditorium (instead is in a ballroom, gym or open space), please refer to the diagrams below. You will notice how the **Great Setup** has the **chairs right up next to the stage**. You want the seating as close to the stage as possible. If you are using a theatre or concert hall, please make sure there is no gap between the stage and the audience (such as an empty orchestra pit). Instead fill that gap with chairs for students to sit in.
3. Have the room setup in an intimate setting. Due to the nature of the presentation, having everyone sitting close to each other and in front is crucial to producing a highly interactive atmosphere for the audience. **Having ushers force people to fill the front first makes a big difference** (1st row then 2nd row, 3rd row, etc...). |
4. On stage, please have a small table with 2 water bottles and a tall bar stool (tall sitting position). If this is for Mike's "*Can I Kiss You?*" or "**SAFER Choices**" presentations, please have a couch on stage. If a couch is not available, please have 2 chairs next to each other.
5. Remove lecterns from stage AND please have stage curtain closed.
6. Have the **projection screens** arranged in a way that Mike walking across the stage will NOT interfere with the projection of the visuals throughout the presentation (avoid having Mike walk through the projection light).

IF YOU HAVE MORE THAN 600 ATTENDEES, consider having the show BROADCAST onto a video screen on the side of the stage (so the back of the room can see the facial expressions of people on stage).

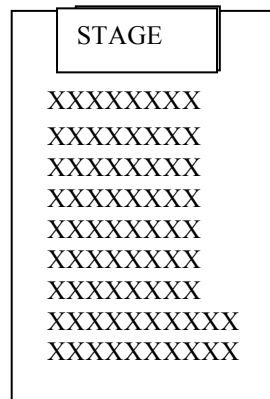
Specific Guidelines for using a Ballroom or Rectangular Shaped Room (when not in Auditorium or Theater):

If the room you have Mike speaking in is a ballroom style setup or a long rectangular room, make sure the stage is along the LONGEST wall. You always want the stage in the most central location against a wall. Below are 2 examples

GREAT SETUP



AWFUL SETUP



PO Box 269, Mukwonago, WI 53149-0269

Toll-Free: 800-329-9390

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A/V (Sound & Lighting) Specifications for programs presented by Mike Domitrz.

IMPORTANT: NOTHING IN THIS LIST IS ABSOLUTELY REQUIRED.
This form is solely to provide helpful information and guidelines.

Guidelines:

1. One **wireless lavalier microphone** for Mike Domitrz to use during his program(s).
2. One **wireless handheld microphone** for Mike Domitrz to use during his program(s).
3. One microphone stand on stage for the wireless handheld microphone.
4. **Projection Screen(s).**
5. **Projector for Visuals.** *Ideally, Mike will connect his own MacBook Pro via a HDMI cable provided to him by the facility and/or hosting organization.*
6. Have the **projection screen(s)** arranged in a way that Mike walking across the stage will NOT interfere with the projection of the visuals throughout the presentation. Ideally that means off to the far left and/or far right of stage (not on stage) OR at least 8 feet above the stage (lowest point of the screen would be 8 feet off the stage so that the screen is completely above Mike).
7. Please **make sure the stage has plenty of lighting** to ensure Mike has very good lighting on him no matter where he moves on stage.
8. **IF YOU HAVE MORE THAN 600 ATTENDEES**, please consider having the show BROADCAST onto a video screen on the SIDE of the stage – so the back of the room can see the facial expressions of people on stage (please do not put the screen in the middle of the stage area). Many campuses will have one screen on the far end of each side of stage. One screen can be for the live broadcast and the other screen can be for Mike's visuals.

PRE-SHOW MUSIC:

Please pay **ENERGETIC** music that does not encourage disrespectful treatment of individuals in the lyrics.

IMPORTANT:

If you are not able to obtain the necessary microphones (such as a wireless lavalier microphone), please be sure to let Mike Domitrz know at least 2 weeks in advance of the event. Thank you.



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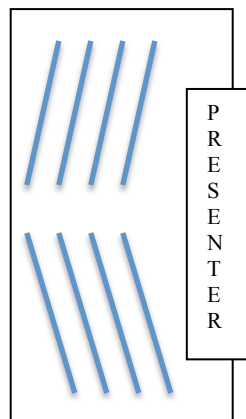
Setup Guidelines for Small Sessions Lead by Mike Domitrz:

1. Select the room based on the expected attendance. If you expect 100 people, please host the training in a room that only fits 125-150 people. You want as intimate a setting as possible. Have attendees sit at thin, long tables (room for them to write) per the **Great Setup** below.
2. In the diagrams below, you will notice how the **Great Setup** has the tables at an angle so people can see each other more easily.
3. Please leave Mike enough room to have people come up and do role-plays in the Presenter Section of the below diagram.
4. Have the room setup in an intimate setting. Due to the nature of the presentation, having everyone sitting close to each other and in front is crucial to producing a highly interactive atmosphere for the audience.
5. In area of the room Mike will be speaking from, please have a small table for the 2 water bottles and a high bar style chair.
6. Remove lecterns from the area Mike will be training from.
7. Decorate the room according to the below **DECORATING** instructions.

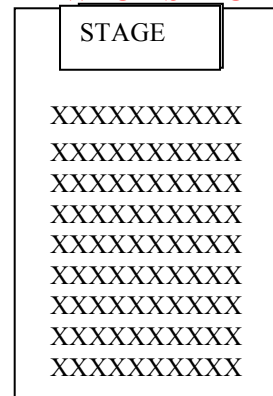
Specific Guidelines for using a Ballroom or Rectangular Shaped Room (when not in Auditorium or Theater):

If the room you have Mike speaking in is a ballroom style setup or a long rectangular room, make sure the PRESENTER AREA is along the LONGEST wall. You always want the PRESENTER AREA in the most central location against a wall. The closer you have the trainees to Mike Domitrz, the more easily they become engaged throughout the entire presentation. Plus, if you have a few disruptive individuals, Mike is close enough to every attendee so that he can best engage the situation. Below are 2 examples (a great setup and an awful one).

GREAT SETUP



AWFUL SETUP



The **BLUE LINES** represent the thin, long tables.

DECORATING: Please have **water pitchers and glasses** at each table along with some small sweets and candies (example: mints, butterscotch hard candies, Hershey kisses, etc...). If possible, please give each person a pen and pad of paper.