

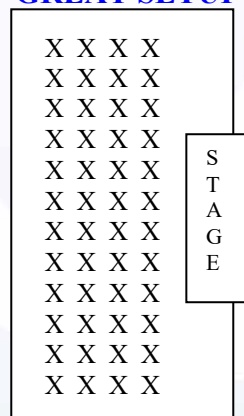
## ROOM SETUP Guidelines:

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 the event is not being held in a well-lit auditorium or theater (instead is in a ballroom 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 staff directing students to fill the front first makes a big difference (1<sup>st</sup> row then 2<sup>nd</sup> row, 3<sup>rd</sup> row, etc...).**
4. On stage, **please have a table** with 2 water bottles on it for each presentation, **a couch** and a tall bar stool (tall sitting position). 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.

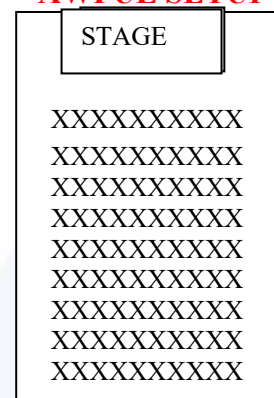
### Specific Guidelines for using a Ballroom or Rectangular Shaped Room (when not in Auditorium or Theater):

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. The closer you keep the audience, the more easily they become engaged throughout the entire presentation. Plus, if you have a few disruptive students, Mike is close enough to every student so that he can control the situation. Below are 2 examples (a good setup and an awful one).

#### GREAT SETUP



#### AWFUL SETUP



**Warning:** Sometimes, facility setup people will tell you to do the “Awful Setup” because it seats more chairs. However, with the **Great Setup**, students and/or attendees can sit on the floor at the front (on the sides of the stage).

## A/V (Sound) Specifications for Mike Domitrz's program.

### 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. **Please provide a projector and a screen.** Please ensure the screen is not in a location on stage where Mike would be walking in front of the projected images (placing the screen on one corner of the stage helps avoid this or having screens in both corners is an option too).  
**\*\*If Mike is hosting a staff training, the Projector and Screen are also needed.**
5. 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.

## 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.**