

A/V (Sound & Lighting) Specifications for All Trainings and STAGE LAYOUT

Guidelines:

1. One wireless lavalier microphone for Mike Domitrz to use during his training (s).
2. One wireless handheld microphone for Mike Domitrz to use during his training (s).
3. One microphone stand on stage for the wireless handheld microphone.
4. If in a theater or ballroom, please **make sure the stage or the area of the room Mike will be training in has plenty of lighting** to ensure Mike has very good lighting on him no matter where he moves on stage. Often the theaters on military installations need lighting brought in for this event to provide the proper lighting. Dark lighting on a trainer can set a negative tone.
5. For the “Can I Kiss You?” program, have a couch center stage. If not a couch, 2 chairs.
6. Have a table on stage along with 2 bottles of water per presentation on the table. Mike will have all his materials on stage (and potentially his computer). If not a couch, then 2 chairs. Have a power strip under the table for Mike to connect his computer to. For the “Can I Kiss You?” program, have the table on stage and the couch right next to each other.
7. **Have a PROJECTION SCREEN with a PROJECTOR and a HDMI cable for Mike to connect his computer into for utilizing visuals during the program.** The longer the HDMI cable the better. A longer cable enables Mike to be able to have his computer on stage on the table on stage. Please make sure the screen is not in a location on stage where Mike would be walking in front of it throughout the program.

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 4 weeks in advance of the event. Thank you.

Please see the following 2 pages for Room Layout specifications.

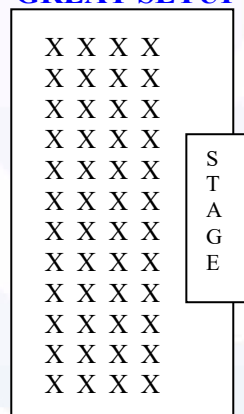
Room Guidelines for Sessions:

1. Select the room based on the expected attendance. If you expect 100 people, please host the training 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, then 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 there is no other choice, Mike understands and will make the setting provided work.* 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. If there is an orchestra pit that raises up, please have that portion of the stage raised up for Mike to stand on and speak from.
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 leaders direct 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 for the 2 water bottles. If you are hosting the “Can I Kiss You? Training, please have a couch center stage (if no couch, then 2 chairs please).**
5. Remove lecterns from stage AND please have stage curtain closed.

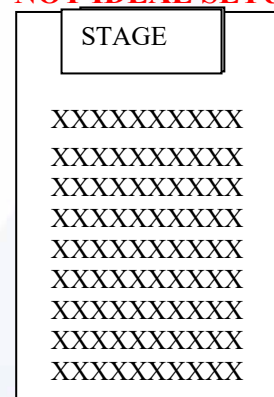
Specific Guidelines for using a Ballroom or Rectangular Shaped Room (when not in Auditorium or Theater):

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 individuals, Mike is close enough to every attendee so that he can control the situation. Below are 2 examples (a good setup and an awful one).

GREAT SETUP



NOT IDEAL SETUP



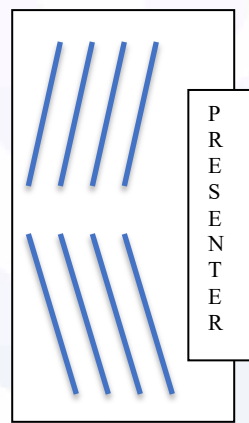
Room & AV Setup Guidelines for “Mission Is Transformation” or “Keys to Engagement” Sessions:

1. On the left side of the stage, have a **PROJECTION SCREEN**, a **PROJECTOR**, and a **HDMI cable for Mike to connect his computer into for utilizing visuals during the program. Include a power strip for Mike to power his computer throughout the session(s).**
2. 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.
3. 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.
4. Please leave Mike enough room to have people come up and do role-plays in the Presenter Section of the below diagram.
5. 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.
6. In the PRESENTER SECTION, please have a small table for the 2 water bottles and a couch (if no couch, then 2 chairs please).
7. Remove lecterns from the area Mike will be training from.
8. Decorate the room according to the below **DECORATING** instructions.

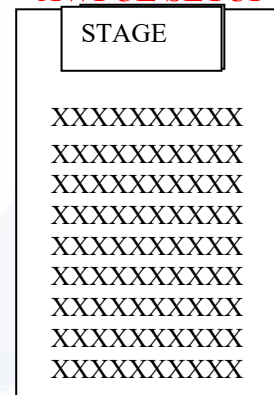
Specific Guidelines for using a Ballroom or Rectangular Shaped Room (when not in Auditorium or Theater):

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.



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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...). Also please have temporary tattoos and "Can I Kiss You?" buttons at each person's table spot. If possible, please give each person a pen and pad of paper.