



## Lorne Kelton's A/V Requirements

Meeting the following audio-visual requirements and guidelines will help to ensure a great presentation. Please have available the following equipment:

### Equipment:

- Wireless lavalier microphone
- Flip Chart
- Projection Screen (with projector, if possible, otherwise Lorne will bring one)
- Full house lights that can be dimmed, if possible.

### Room Setup

The following suggestions are important, not just for the effectiveness of my presentation, but also for the overall success of the event:

- The distance from the first row of seats/tables to the stage should be no greater than 10 feet.
- The ideal stage/riser height for audiences of up to 200 people is 6"-12"; for audiences of more than 200 people, 12"-24" in height is appropriate.
- Screens not being used should be raised during Lorne's presentation, if possible.

Lorne is a high-energy, high impact speaker and trainer who moves around a lot in order to connect with his audience. This means that he likes to pace across the stage and occasionally out into the audience. If possible, please take this into account when planning the stage set and audio logistics.

Thank you for your consideration with these details. I look forward to a successful event!

*To learn more about how Lorne can help your organization achieve performance breakthroughs, please send him an email at: [lorne@thinkshift.com](mailto:lorne@thinkshift.com), or call: 514.758.2239. You can also visit him at: [www.thinkshift.com](http://www.thinkshift.com).*