

Dr. Tony Alessandra's Room and A-V Set-Up

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room set-up and A/V requests enhance Dr. Alessandra's program **for the ultimate benefit and enjoyment of the audience**. Please discuss any changes in the Room and A-V Set-Up below with us beforehand. **We are flexible**. We do not want to cause you additional work, but sometimes **just a little extra effort can mean a great deal to the outcome**. An ineffective room set-up can sabotage the best speech.

1. Audio Visual Materials:

A. **Wireless (TIE CLIP) microphone**

B. Dr. Alessandra can either **1) bring his laptop PC** (Sony VAIO TR1A), or **2) bring his slides on a thumbnail USB drive**. You provide the **screen** and **computer projection system**.

C. **Mini-jack cable** into the room sound system so that audio and video clips can play from Dr. Alessandra's PowerPoint presentation.

2. Staging:

- If a **podium** is being used for introductions, **set it back a few feet** from the front of the stage, if possible, so that Dr. Alessandra can walk in front of it.

3. Lighting:

- Dim the screen area (**unscrew ceiling bulbs above the screen, if possible**), but **leave full house lights on during the program**. Dr. Alessandra needs to see audience faces and they need to see his facial expressions.
- Dr. Alessandra moves around during his speech. **If the room has spotlights**, aim them toward the very front of the stage.

4. Recording:

A/V taping is encouraged. If you're interested in taping Dr. Alessandra's presentation, **please contact Holli Catchpole in advance at (800) 222-4383**.